

**ADVISOR  
HANDBOOK**



DEPARTMENT OF  
Leadership  
& Campus Life

# Table of Contents

## 1. *Advising*

- Role of the Advisor
- Recognized or Registered?
- Student Rights and Responsibilities
- Relationship Between Student and Advisor
- Challenges of a Student Organization
- Managing Conflict Within Your Organization
- Working with the Media
- Transitioning Student Leaders
- How am I Doing as the Advisor?

## 2. *Campus Resources and Information*

- Leadership and Campus Life
- CampusLink
- Student Union Marketing
- Meeting and Conference Services
- Celebrations Catering
- Daily O'Collegian
- Licensing Information
- Residential Life Marketing
- Multicultural Affairs Committee (MAC)
- SGA Football Suite
- Important Dates/Things to Consider

## 3. *Student Support Information*

- University Counseling Center
- Behavioral Consultation Team
- Academic Tutoring Information (LASSO Center)

# The Role of the Advisor

An advisor plays an important role within a student organization. Each student group and student organization has its own specific needs and expectations for its advisor, but these may change from year to year. It is important to realize when deciding whether or not to be an advisor that you need to be committed to the success of the student organization. Different advisors have varying levels of involvement with their organizations.

The scope and frequency of an organization's activities, the effectiveness of its officers, the time demands of the advisor, and other potential factors determine the level of involvement an organization's advisor will have. While it is not possible to establish a single model to serve as the standard for all groups at all times, there are some general ideas which would apply to almost every advisory role.

The prospective advisor should have some basic knowledge of the structure and purposes of the group being advised. This can be done through a review of the group's constitution, attendance at a regular organizational meeting and discussion with the group's officers prior to accepting the advisor's position for a group.

An important role for any advisor is to act as a resource to the organization's leadership team. The advisor brings personal experiences and expertise to a student organization and this can be crucial to the success of the group. The advisor generally has had experience with the University and can often provide significant direction to students in ways of getting things done within the University setting.

The advisor needs to know about the student group's finances and budget. Since the advisor's signature is needed for most financial transactions of student organizations, it is incumbent upon the advisor to be very knowledgeable about the student group's finances. It is often through the development of an organization's budget and the subsequent implementation of the budgeted programs that an advisor can be of great assistance in the development of a group's programs.

The advisor must be willing and able to devote time and energy to the student group. This is not to say that an advisor must attend every meeting or activity of the group, but rather, he or she should maintain regular contact with the officers of the organization. Students find the formal and informal contacts with their advisor to be richly rewarding. These connections can help enhance an individual's college experience and can aid the group in maintaining a presence at Oklahoma State University.

One of the most frequently asked questions about advising student organizations concerns the legal liability of the advisor. As a general rule, as long as the advisor is acting responsibly and fulfilling his/her duties that are consistent with the organization's constitution, the University will support him/her. The advisor would probably not be held personally liable for mistakes as long as the organization is not engaged in an activity which is illegal and as long as there is no negligence involved in the performance of the advisor's duty. OSU's Legal Counsel has offered the following terminology, "use common sense and sound judgment". If you ever have questions contact the Director of Risk Management or University Legal Counsel for more information.

It is also important that advisors be aware of the Conduct, Rights and Obligations of Student Organizations under Oklahoma State University's Code of Student Conduct <https://studentconduct.okstate.edu/code>. There may be occasions when a student will

share personal information with you that is not directly related to the student organization, such as a problem with a professor, difficulty with a class, or an issue with a mate/partner. We have provided you with a list of resources at the end of this document so that you are able to make appropriate referrals or contact the resource area for more information. The relationship you develop with the officers and members of a student organization may lead you to be one of the first people to hear about stalking, sexual assault or intimate relationship violence. It is important that you are aware of signs and resources to better serve our students.

According to the Student Code of Conduct effective consent is:

- Informed;
- Freely and actively given;
- Mutually understandable words or actions;
- Words which indicate a willingness to participate in mutually agreed upon sexual activity.

While every victim will react differently to rape or sexual assault, these signs might indicate your student has experienced some form of sexual assault:

- Difficulty sleeping or night terrors
- Hypervigilance
- Strong mood swings from appearing happy to anger to depression
- Unhealthy coping mechanisms (alcohol or drugs)
- Especially fearful, could come off easily startled
- Panic attacks
- Disengagement from social circles and refusal to go out in public
- Extreme anger or hostility (more prevalent in masculine victims)
- Disorganized thought content

For more information on Rape Trauma Syndrome and how it may present itself in victims please visit: <https://ohl.rainn.org/online/resources/how-long-to-recover.cfm>

Your responsibility as an advisor and university employee:

1. Get the facts
2. Inform the student you must report the incident and provide resources
3. Report the incident to appropriate individuals

**For more detailed information, please visit:**  
<https://1is2many.okstate.edu/employeeguidelines>

**On-campus resource:**

**Victim Advocate: OSU Counseling - 320 Student Union - 405-744-5472**

**Off-campus resource:**

**Wings of Hope - offers counseling services free of charge to survivors  
24 Hour Crisis Line: 405-624-3020**

## Recognized or Registered?

An individual being asked to serve as an advisor for a student group may be told the group is “registered,” or “recognized.” To the faculty or staff member, these distinctions may be unclear as to their significance or have no apparent meaning with regards to the operation of the organization.

**Recognized** groups are those which:

- Have a purpose which relates directly to the academic mission of the University as demonstrated through it’s affiliation with a college student council, departmental sponsorship, or is an organization recognizing scholarship or leadership; (Examples of these groups would be Blue Key, Therapeutic Recreation Majors Club, Native American Student Association) or
- Have been granted status by the University administration via the OSU Board of Regents. These groups are the Student Government Association (SGA); Graduate and Professional Student Government Association (GPSGA); Interfraternity Council (IFC); Panhellenic Council (PHC); National PanHellenic Council (NPHC); Multicultural Greek Council (MGC); the Off-Campus Student Association (OCSA); Residence Halls Association (RHA); International Student Organization (ISO) and the Student Union Activities Board (SUAB).

**Registered** groups are those which:

- Are affiliated with the University because their membership is made up of students, but do not qualify for recognized status. (Examples of this category would be religious or political organizations, the Cat Club, OSU Gamers, or Ducks Unlimited). All student organizations, with the exception of Graduate organizations and Sports Clubs, start out as registered organizations. Those who qualify and wish to become recognized must request that status and go through a review process. A group must have been established and been registered at OSU for at least 16 school weeks before being eligible to become recognized. The primary differences between the categories are related to the use of the University’s name, the opportunity to request the use of University vehicles for travel that is considered University business and the amount and type of activity fees for which the group is eligible to apply.

**Recognized** groups may:

- Use the name of the University to show their academic affiliation;
- Request fees from the Student Government Association through the Activity Fee Allocation Process or AFAP (Group 1).
- Request the use of a University vehicle to attend a conference, etc. that may be considered official University business.

**Both recognized and registered groups may:**

- Request fees from the SGA Co-Sponsorship fund (up to \$1500/semester for Recognized or up to \$500/semester for Registered);
- Request fees from the SGA Multicultural Affairs Committee;
- Use University facilities (normally at no cost), for regularly scheduled business meeting in designated areas;

- Use the unrestricted bulletin boards on campus with proper approval from Student Union Meeting and Conference Services (SU 179);
- Schedule use of grounds, Chi-O Clock tables, etc.

Recognition or registration of organizations does not mean that the University supports or adheres to the views held or positions taken by such groups. Responsibility for any action which violates federal, state, or local laws or University regulations must be assumed by the individual groups and their individual officers and members.

All student organizations are required to maintain funds derived from activity fees or dues assessed of the member in the University banking services.

## **Student Rights and Responsibilities**

As faculty and staff members at Oklahoma State University it is important to keep in mind that there are University regulations and expectations of you as an advisor. This information is held within the Student Code of Conduct, which is released annually through the Office of Student Conduct Education and Administration. Below are the expectations of advisors as found in the document.

“Each registered or recognized organization must have an advisor who is a full- time faculty or staff member. Policies regarding advisors for social sororities and fraternities are governed under separate policy statements as required by the Office of Fraternity and Sorority Affairs [(See Section XII(D)(4)]. Other exceptions to this rule may be granted by the Office of Campus Life with the concurrence of the Committee on Student Organizations. Advisors responsibilities include:

- a. Attending group meetings.
- b. Assisting in program and/or project development.
- c. Serving as a resource to the organization with regard to University policy and procedures.
- d. Advising the organization on financial matters.” (Student Rights & Responsibilities, Section XI)

As an advisor it is important to be fully aware of all of the responsibilities and expectations that you are asked to maintain by OSU. Also it is important that you have the officers of your student organization be fully aware of university policies as they are expected to maintain appropriate behaviors. If you would like to find out more information about this, please refer to the Student Code of Conduct (<https://studentconduct.okstate.edu/>) for more information and details about the policies and procedures. These are updated annually so be sure to check regularly for new information.

## **Relationship between Student and Advisor**

In your role as advisor, one of the great benefits is having the opportunity to get to know students. Like most good relationships, those developed with your organization’s members and officers should involve an open and honest relationship. This type of relationship allows both the students and yourself the opportunity to receive feedback,

share ideas, and build trust. As you get to know the students within your group better it is important to understand that each student may look to you for a different purpose.

Some students will look to you as a mentor. A mentor/mentee connection can develop into a long lasting relationship. Mentoring typically happens in a one- on-one environment with a student. The student may look to you to help them grow in a professional or personal capacity. Even if the student's field of study or career pursuits is different from your own, they may come to you for professional advice. By developing the student as a professional, you will also make an impact on a personal level. Along this line of work the student may also ask you to act as a sounding board for their ideas and goals. Additionally you may be asked to review the students' resume, or assist in making connections with resources either in the institution or the community.

The student(s) may also look to you as a personal mentor. In this type of relationship it is essential to employ good listening skills. Students may want to talk to you about things that are of a personal nature, (friends, family, etc.) It is important that you are able to distinguish between discussing personal matters and identifying when a student is reaching out for help. If a student is going through a particularly challenging time, do not be afraid to help the student get the appropriate level of help that he/she needs. As a mentor the student may listen to your advice more so than that of other people.

As an advisor you may also be looked at as a leader. Both the officers and members of the organization will look to you for help and guidance. An important role is to assist in the development of the students' leadership skills within your organization. It is important to help students find new ways to improve the organization and help it grow. Challenge students and help them grow holistically through their involvement in the group. Help your students to ensure that they are meeting their academic goals and maintaining a successful grade point average. Act as a role model for students both in a personal and professional sense. Being a strong leader can develop not only yourself but also your students and the organization as a whole.

## **Challenges of a Student Organization**

Student organizations face frequent challenges throughout the semester. This section will help provide you, the advisor, with information regarding the variety of challenges that you may face.

### **Student Leadership:**

The student leaders within your organization will be one of your strongest assets in your role as an advisor. However, it is important to recognize that the leadership of your group will also provide its own unique challenges.

It is important to counsel leadership to consult with the rest of the organization when making major decisions. This ensures that everyone is able to have input and allow for better unity. There may be tension between leaders of the organizations, which, if not managed, could become hazardous to the organization's activities as a whole.

Leaders may go through a rough patch where they lack confidence or assertiveness when dealing with each other or members. It may appear that the leadership has lost enthusiasm about the organization. This may come from a leader(s) feeling overworked or one who is over committed and cannot dedicate the time that is necessary to work with the organization. As an advisor it is important to talk with the student(s) and see

if it is something that they are still willing to work with. You need to help motivate and encourage them to maintain their enthusiasm and hard work.

### **Membership:**

The organization may experience challenges when trying to obtain a strong turnout for meetings. This can be particularly challenging if a vote needs to be held and there are not enough members present to decide on an issue. Struggling meeting attendance may relate to how members feel about the organization. Members may feel dissatisfied with their experiences and have grown to be bored or apathetic about the organization. If there is a lack of camaraderie or a feeling of disconnection within the group it can increase members' lack of interest. The goals of the members have differed from that of the group and they are no longer looking to be involved. When members present new ideas and they are rejected for being different or non-traditional it can lead them to feel that their input is not valuable and keep them from being invested.

### **Organizational:**

It is important to consider whether or not the organization has a well defined mission or goal that is understood and followed through by not only the members but the leaders as well. Without a strong foundation, the organization will have a challenging time following through with any programs, meetings, or making any progress at all. If meetings run too long or have become disorganized or unfocused this can cause both members and leaders to grow impatient and dissatisfied with the experiences within the organization.

### **Advisor:**

Know that there are other resources that exist within the University, (SGA MAC Funding, SGA co-sponsorship, SUAB co-sponsorship, etc.) that organizations can apply to in order to obtain funding for a specific event or project.

- A great alternative can be to co-host an event with another student organization to cut back on costs and increase attendance.
- Take time to learn the names of the organization members and speak to them regularly so as to develop a casual relationship with them. Without it members may avoid interacting with you and not want to get involved.
- If students are lacking in their leadership do not assume a leadership role. Assist students in resolving the challenges that they are facing.
- If you feel that you have taken on too much or are unable to dedicate the time necessary to the position, it is imperative that you speak with the student leadership and work to find a replacement for the position.

## **Managing Conflict within Your Organization**

As an evolving and dynamic entity, student organizations frequently experience fluctuations with members that have a variety of personalities and styles. Conflict is part of every group and it is not uncommon for members or leaders of an organization to disagree. Addressing these conflicts early is necessary so that they do not impede the organization's progress. One should seek to find the root cause of the conflict, take charge and work to resolve the issue.



Conflict is not black and white but has the potential to be both positive and negative. Positive conflict can act as a catalyst for communication and allow members to relieve pent-up feelings. It can allow for opportunities of personal growth and contribute to change. Additionally, the conclusion of the conflict may lead to a stronger and more effective group environment. Negative conflict has an equal number of drawbacks. It can push members away from the group and cause unnecessary stress. Dramatic situations can occur depending on what has instigated or created the conflict. Conflict of this nature also diverts time and energy away from the group's goals and work. Understanding the nature of a conflict and the specific ramifications that may arise based on the nature of the incident and the people involved can help increase the odds of resolving the issue.

Not every conflict in a group is monumental and needs to be resolved in a large manner. Sometimes differences in opinion are just that and will not lead to any more serious dilemmas or problems. Not addressing a problem immediately can also allow for those involved taking the time that is needed to calm down and address the issue from a rational perspective. As an advisor it is important to discuss with your executive officers what is happening in the organization. You do not need to get involved in every situation but instead provide your leaders and members with guidance on how or when to act in a situation. However, this attitude does not work in every situation.

For certain conflicts, one of the worst things that can be done is to try and avoid the situation all together. Taking the time to manage a conflict at the early stages can prevent it from becoming greater and bogging down the organization with tension and problems. Try and work out the problems in as small a setting as possible, either one-on-one or in a small group. Work with your organization's executive officers to address the conflict and try to resolve situations before they escalate.

A leader is often needed to overcome the emotions involved in a conflict. In some situations, it is important to step back and allow your organization's officers to try and work through the dilemma themselves. This helps to show your trust in their abilities and gifts. It is important to coach them through and provide them with counsel on how to handle a situation. If the organization's official leadership falls short, realize that positive change can come from almost any member. Any individual in the group can provide that leadership, so it's helpful for all members to learn how to cope with conflict to be healthier, happier and more effective in groups.

It is important to recognize that as an advisor you may be placed in a challenging predicament. You want to be respected by the members of the organization, but you also need to be vigilant of problems and challenges. It will take time for you to determine the balance between making the decisions for students and guiding and advising students so that they come to the conclusion on their own. Be sure to balance your comments to ensure that your organization members realize that you have the best intentions for the group and will come back to you for advice and help.

The Department of Leadership and Campus Life is able to help you resolve issues within your organization. A staff member can attend a meeting and act as a consultant to observe the challenges and provide the group and members with feedback. Leadership and Campus Life staff members are also available to aid in the planning and leading of retreats or other specific programs. Leadership and Campus Life can help coordinate efforts with a member of the University Counseling Center to have a mediation session between members or within the group as a whole if this is necessary. Learning to manage conflict will lead to a more productive team and more satisfied group members who feel

welcome to communicate openly, take risks and exchange ideas.

## **Working with the Media**

Sometimes when working with a student organization you will be approached by members of the media. While more likely than not it may be a student reporter asking about the organization or an upcoming event for an O'Colly article, it is still important to learn how to work with the media. Before meeting with the writer try and obtain details about what he/she is specifically looking for in the article. This will enable you to prepare yourself and ensure that whatever quote/ statement you provide will be timely and accurate.

It is important to talk with the members of your organization if they have been approached to give an interview. Encourage them to speak with you before speaking to a reporter. Be sure to talk to your organization's executive members to ensure that you are all on the same page. You can help them to craft their statement(s) to ensure that it best represents not only your organization but also the individuals and university as a whole.

If the topic for the article is something that you are uncomfortable with, do not be afraid to decline making a statement. You have no obligation to say yes and it is within your rights to not make a statement if you are uncomfortable with a subject. If you have any questions contact OSU Communications who oversee OSU's public relations and media as they can aid you in managing any challenges or questions. Visit their website: <http://news.okstate.edu> and do not be afraid to contact the Director of Communications, any of the staff for assistance.

Below are some pointers provided by the Division of Communications:

- Preparation = Success
- On your toes - everything you say may be in print
- Reputation/Brand - we represent OSU
- Never go off the record/don't speculate

### ***Before the interview:***

- Do your homework
- Know what you want to say - review key message points
- Consider range of questions that may come up - hard and easy
- If it is a TV interview watch the news to see how others perform

### ***Interview tips:***

- Be "on"
- Speak clearly
- Speak in headlines - make your main point first
- Don't over answer
- Always be positive with your answers

- Be engaging, likeable
- Don't know the answer? Don't fake it, offer to help get the right info
- Keep cool; don't be provoked
- Relax - Have fun
- For TV - talk to reporter, not the camera
- Pleasant; smile when appropriate
- Maintain "interview attitude" from start to finish
- Never bad mouth another school or group

## **Transitioning Student Leaders**

One of the most important duties that an advisor can fulfill is helping with the transition of officers/leadership. In your role you know the dynamics of the organization, the progress and challenges it has faced, and can help maintain continuity and stability throughout the group. It is important that you do what you can to help the new student leaders get acclimated with the organization and with their new roles. Be sure that you review the position requirements with the students to ensure that they fully understand all of their new found duties. By spending time with the organization's new leadership at the beginning of the transition the more easily the organization will function throughout the year. There are steps that can be taken by the current leadership before vacating their positions to aid in the transition process.

- Develop and maintain a student organization binder which contains
  - Constitution and by-laws
  - Officer descriptions
  - Be sure to update these as the organization evolves
  - Contact information for members of the organization and other officers (Use your CampusLink roster to do this)
  - Minutes/agendas from past organizational meetings
  - List of programs that have been done previously
  - Contact information for different areas of the university that the students might work with - Meeting & Conference Services, University Dining Services, etc.
- Hold a meeting with the outgoing and incoming organization officers
  - Allows the old and new officers time to speak one-on-one
  - Provides an opportunity to discuss challenges, successes and allows the incoming officers to ask personal questions
- Spend time with the incoming officers
  - Allow them to get to know you early on to help cultivate relationships
  - Set expectations of one another at the beginning of their experience

- Host a new officer meeting
- Reassess organizational goals and spend some time doing a team building exercise (Leadership and Campus Life can help here or you can work with the Campus Recreation Department to maybe do the ropes course or some other activity that they can assist with).
- Encourage officers to suggest new ideas
- Provides opportunity for team building ideas and activities

## **How Am I Doing as the Advisor?**

As an advisor you not only help your students grow but you are able to grow and develop with them. While you are helping them meet their goals and objectives it is important that you are meeting your own personal goals as well.

- How much effort have I put into being an advisor?
- Have I given the students and the organization enough/too much/too little time?
- Have I met and discussed concerns or issues with executive board members?
- Have I been available via phone, e-mail, and in my office this semester?
- What can I do to help the student organization, members, and executive members succeed?
- If I were to rate myself from 1-5 (1 being the lowest, and 5 being the highest) how would I rate myself?
- What would the executive board members rate me and why?
- How would the organizations members rate me and why?
- What do I enjoy the most about being an advisor?
- What would I change about my experience?
- Have I asked for help when I needed it?
- Am I still enjoying the experience as an advisor?

This evaluation can be done independently and on your own time. Speak with your students and gain their input. By being open to improvement and developing your skills it can help you forge a stronger connection with them. This can also be beneficial when it comes time to evaluating their skills and enhance their growth.

## **CAMPUS RESOURCES & INFORMATION**

### **Leadership and Campus Life (405-744-5488)**

The Department of Leadership and Campus Life continues to serve the OSU community by providing programs and services geared to the needs of all our constituents from student organizations to the parents of students, from international students to study abroad groups. Our diverse staff has responsibility for the following areas: Allied Arts and Special Events, Fraternity and Sorority Affairs, International Students and Scholars,

Parent and Family Relations, Non-Traditional Student Services, Service Learning/Volunteer Center, Leadership Development, Student Union Activities Board, Camp Cowboy, more than 500 Student Organizations and Student Government Association, as well as a number of services provided to assist student groups, faculty and staff. Our staff challenge students to enhance their academic experience through a broad choice of leadership and service oriented programs. Such programs enhance the educational, cultural and social development of our students and contribute to the rich heritage of involvement and service for which our students are known. Leadership and Campus Life website <http://lcl.okstate.edu/> provides you further details about all the necessary information for any student organization.

**Campus Life is located at 211 Student Union and provides services that include:**

- Insurance for OSU-sponsored trips
- Student organization records
- Motor Pool requests
- Laptop checkout
- Notary service
- Student organization office-hour recording
- Online scholarship/membership applications

Any information regarding the Student Organization resources, Training Modules, Permits for Student Organizations, Funding opportunities, etc. can be found at <http://lcl.okstate.edu/student-organization-resources>.

### **CampusLink**

CampusLink is OSU's student organization - leadership development - volunteer service database. This site provides free access for any OSU student or community member to view what events, activities, and organizations are at OSU. As the premier activities site at Oklahoma State, CampusLink provides a great, simple and free location for creating & advertising events in addition to other social media sites. CampusLink also allows you the opportunity to host elections, contact members and much more. All student organizations at OSU are required to keep their information in CampusLink up to date as this is the only location for organization contact information. Be sure to check out the website <http://campuslink.okstate.edu/> for more information. If you have any questions on how to manage CampusLink call 405-744-5488, or the Graduate Assistant for Leadership and Campus Life at 405-744-5486.

### **Student Union Marketing Graphic Design Services**

The Student Union Marketing Department and Campus Life are proud to offer assistance to all student organizations for their marketing and graphic design needs. We work with student organizations to produce dynamic and effective informational and promotional materials in a timely and affordable manner. Student organizations are provided graphic design services free of charge and will only be charged for materials used beyond their complimentary prints.

Graphic artist for designing fliers, organization logos, and other marketing/promotional materials and needs. Some services free, some at reduced rates for student organizations. Read more here: <http://lcl.okstate.edu/leadership-and-campus-life-graphic-design>. You may access the project request form here: <http://suwebapps.okstate.edu/campuslifeprojectrequest/default.aspx>.

For a list of OSU brand licensed companies, please contact University Marketing at <http://universitymarketing.okstate.edu>. There are several local companies who do engraving, t-shirts, etc. for student groups. You will need to make sure that you use a licensed company for any items you wish to purchase that use OSU, any OSU brands or the name Oklahoma State University.

### **Meeting Conference Services - 178 SU (405-744-5232)**

Meeting and Conference Services include:

- Room reservations in the Student Union and Noble Research Center, Bennett Chapel and the Wes Watkins Center for University and non-University clientele including events such as conferences, student meetings, faculty/staff meetings, weddings, banquets and university parties.
- Equipment, table and chair rental for use in the Student Union only.
- Lobby tables for clientele's promotional and advertising use.
- Reservations for outdoor space on campus (tables and chairs are available for tabling sites)
- Posters, flyers, banners, lawn-sign posting approval
- Weekend and night building management
- There is a night manager on duty every night that the union is open after office hours. For questions or requests, please contact the night manager at 405-334-7852

Please note that charges may apply depending on the nature of the event. To reserve rooms or for more information on charges/set-ups, etc. you may visit the Meeting and Conference Services website at: <http://meetings.okstate.edu/>.

### **Celebrations Catering - 179 SU (405-744-7053)**

- If you are planning a formal event or dinner in the Student Union, Celebrations Catering can help you with all of your planning needs.
- Your menu and reservation should be planned as early as possible or at least three weeks prior to the event, 405-744-7053. While discussing the menu, prices and special needs, all other needs should be discussed such as audiovisual equipment or special decorations.
- For more information about deadlines for orders, cancellations, guarantees, menus, etc. please go to: <http://dining.okstate.edu/celebrations-catering>.

Catering services include total event coordination such as menu planning, room setup and design, and any additional preparations. Be sure that for all catering requests you provide appropriate advance notice. To make a catering order you can contact 405-

744- 7053 or [catering@okstate.edu](mailto:catering@okstate.edu).

- Student Organizations may be permitted to bring refreshments/snacks into the Student Union for scheduled organizational meetings only, so long as the refreshments are not re- sold in any manner, and are packaged and/or prepared by a commercial vendor. For health reasons, no homemade or prepared on-site products are permitted. For purposes of this policy “refreshments/snacks” are defined as unopened bottled or canned soft drinks, juices and water, bags of chips and commercially prepared and packaged cookies, pizzas and sandwiches. Organizations are expected to remove and properly dispose of any leftover refreshments, associated trash, and service ware at the close of the meeting. Failure to comply with these provisions will result in the loss of this privilege for the remainder of the semester.

Please Note that a student organization special menu exists which offers discounts to student groups on some items. Information obtained from Celebrations Catering website: <http://dining.okstate.edu/celebrations-catering>.

### **Daily O’Collegian**

As Oklahoma State University’s only newspaper the O’Colly is read by faculty, staff, and students campus wide. This provides student organizations with the chance to advertise important information about groups and events. While this advertising is not free, a great deal of advertising comes at a reasonable price for student organizations. Pricing information for advertisements can be found at: <http://www.ocolly.com/>. Depending on the size and number of ads placed each semester, there may be discounts available. The O’Colly also provides Web/ Social Media Advertisement like Web Advertising, App Ads and Twitter Ads.

Additionally, if you are working on a special project or are doing something that you would like the campus to learn more about, the O’Colly can help. The writers are frequently looking for good articles to be published in the newspaper and can work with you to write a preview about your event or write a piece after the event has happened. For more information or to get in touch with the O’Colly please email [editor@ocolly.com](mailto:editor@ocolly.com)

### **Licensing Information**

Oklahoma State University benefits from public recognition of its name, symbols, logos, and other identifying marks. These marks give a unifying image, which is critical to establishing a visual presence within the world of university communities. This image becomes identified with the quality of OSU’s programs, products, and services and distinguishes its programs from other universities.

Oklahoma State University has registered the names, logos, and trademarks of the university with the Patent and Trademark Office of the United States as well as the Oklahoma Secretary of State. Products bearing those marks and distributed for resale or used for other promotional purposes are subject to the licensing policies of the University. The University has delegated the responsibility for administration of these policies to the Office of Trademarks and Licensing located in the Office of the Legal Counsel.

The University's rights to its marks are governed by federal, state, and common laws. These laws place an obligation on the University to avoid consumer confusion and require that the use of any marks be monitored to avoid losing exclusive control.

The mission of the Office of Trademarks and Licensing is to insure (1) proper use of those trademarks, service marks, logos, and insignias that have come to be associated with Oklahoma State University; (2) generate income to support and enhance the scholastic missions of Oklahoma State University; and (3) protect the university's reputation, good name and image by permitting only appropriate uses and assuring that only quality products bear the institution's name, initials or marks.

To learn about the rules for licensing please visit the trademarks website, <https://trademarks.okstate.edu/>. A list of all groups that are licensed to handle the OSU logos and trademarks is also on the website. For more information or if you have any questions be sure to contact the Administrator of Trademarks and Licensing, Kurtis Mason at 405-744-6238 or by email [kurtis.mason@okstate.edu](mailto:kurtis.mason@okstate.edu).

### **Residential Life Marketing Department**

Residential Life plays an essential role at Oklahoma State University. Housing approximately 6,000 students, it is a great opportunity to market your organization or event. If you require help from RA's to post flyers be sure to give at least 2 weeks notice to Residential Life Marketing Department & they can distribute the flyers amongst their staff. Shannon Baughman is the Assistant Director for Marketing and Conferences. Her office is located in 109 Scott Hall and her phone number is 405-744-4471

### **Multicultural Affairs Committee (MAC)**

The Student Government Association's Multicultural Affairs Committee has the ability to allocate funds from a special fund established by the Student Government Association. This committee's purpose is to promote multicultural events on and throughout campus. If your organization would like extra funding for a cultural event or program, MAC can help to alleviate your costs. For more information check out the Student Government Association website, <http://sga.okstate.edu/> it is under the Applications folder on the left side of the page.

### **SGA Football Suite**

One of the more exciting & fun experiences that clubs & organizations can attempt to participate in is entry into the SGA Football Suite. Student Government has a suite in the Boone Pickens Stadium that they allow student organizations to apply for a chance to watch a home game. This provides a great opportunity to give back to members and show appreciation for their hard work as well as enabling students to grow closer together. For more information check out the Student Government Association website, <http://sga.okstate.edu/> it is under the Resources section in the Forms & Applications Folder.

### **Annual Calendar Items**

Being at such a large campus, there are any number of events and festivities taking place at



the same time. While it is impossible to work around every other organization's schedules there are some dates that are important to keep in mind.

- Student Organization Fair – held during Welcome Week each fall – all organizations are invited to participate – must reserve space by April of spring semester to reserve space. Contact Leadership and Campus Life at 405-744-5488 for more information.
- At the beginning of every semester the International Student Organization hosts their Welcome Dance (check with ISS Office at 405-744-5459 for date/time/place).
- Lights on Stillwater (first Wednesday of classes in the Fall) Sponsored by the SGA, helps to connect the town of Stillwater to the Oklahoma State Community. Great venue for organizations to attract potential new members & distribute flyers.
- Family Weekend - Typically happens early - mid September. It is a great opportunity to host a family friendly program, to find out the exact date contact Leadership and Campus Life at 405-744-5488.
- Hispanic History Month (Mid-September – Mid-October), contact OMA for more information (405-744-5481).
- Homecoming - The largest event that takes place on campus, Homecoming is a week long event and there are so many activities on campus and in the community that it is not practical to plan against it. Homecoming also provides a great opportunity for student organizations to be recognized. Contact the Alumni Association if your organization wants to participate in any of the events or check out the application packets on the Alumni Association website: [www.orangeconnection.org](http://www.orangeconnection.org). Do this at the beginning of the fall semester as there are deadlines that must be met early in the semester to participate.
- International Expo - Held mid-week from 10am to 2pm on the International Mall, usually in early October.
- Alcohol Awareness Week – Fall Semester (contact University Counseling at 405-744-5472 for information)
- Freshman Follies is held in November each year. Contact Fraternity and Sorority Affairs at 405-744-5490 for dates and times.
- Into the Streets – November
- International Bazaar in the Wes Watkins Center during mid-February.
- African American History Month – Contact the Office of Multicultural Affairs (OMA) for more information <http://icae.okstate.edu/>.
- Varsity Revue – usually in February, similar to Freshman Follies but for upperclassmen - Sponsored by Women in Communication.
- Greek Discovery Day – held on a Saturday in late March or early April each spring this day brings in high school juniors and seniors to check out what the Fraternities and Sororities have to offer.
- Spring Sing (Mom's Weekend – April)
- Relay for Life – Spring Semester – Sponsored by Colleges Against Cancer
- The Big Event – April – Sponsored by SGA, visit <http://sga.okstate.edu/> for more information

- Earth Day - April 22nd

## **STUDENT SUPPORT INFORMATION**

As an advisor a large portion of your responsibility is working and interacting with students regularly. As you collaborate with students more and gain increased skills, you must remain observant of warning signs for potentially dangerous behaviors, habits, needs, etc. At Oklahoma State there is a plethora of resources to help students receive the help that they may need.

### **University Counseling Center (405-744-5472)**

The mission of the Student Counseling Center is to enhance human development and maximize students' problem-solving and decision-making capabilities so that they can make more effective and satisfying life choices. In accordance with this mission, the Student Counseling Center acts to support and enhance the personal, social, and intellectual functioning of Oklahoma State University students. Resources include a broad spectrum of developmental, remedial, and preventive services.

If you are in crisis, an on-call counselor is available. After 5:00 pm and on weekends, counseling staff may be reached through the OSU Police, 405-744-6523.

### **Behavioral Consultation Team**

The Behavioral Consultation Team (BCT) is a specially trained group of professional staff members from several university departments with mental health, student development, law enforcement, academic, administrative and legal expertise. The team investigates and evaluates threats and other concerning behavior, implements strategies for managing individuals that may pose a threat of harm. The team's goal is to work with all parties involved to effect a safe campus environment. If you see something, say something. The vigilance of all Cowboys is critical in keeping the campus safe. The team is unable to mitigate a situation until we are aware of it. The university expects all members of our community to act quickly and responsibly if they hear or see something that is out of the ordinary. It's important to report any concerns, even if they seem minor. Don't assume someone else will call.

Behavioral Consultation Team Hotline (M-F 8:00 a.m. to 5 p.m. only): 405-744-3333 or you can visit the Behavioral Consultation Team Website at <http://bct.okstate.edu/>.

### **Academic Tutoring Information**

Oklahoma State University provides a variety of academic services for students in order to help them succeed academically. Many of the services accessible for students come at little to no additional cost. These tutoring options run the gamut and allow the students to seek the help that they need. Exclusive support for all Math courses is provided on campus by the Math Department. For details visit their website at <https://math.okstate.edu/mlsc> or the Math Lab on the 5th floor of Edmon Low Library.

All online student organization resources are located at <http://icl.okstate.edu/student-organization-resources>.