

## Club Advisor Responsibilities

Thank you for your time! Serving as a club advisor is an essential means of building community on campus, providing opportunities for students to apply their classroom experiences to the real world and to create a blended curricular and co-curricular experience for our students at OSU-Cascades. Your support is what will increase student retention and success while at OSU-Cascades.

**Your primary role as a club advisor is to facilitate student development of creative co-curricular learning opportunities. You are the expert in the field that will encourage them to apply what they have learned in the classroom and share those opportunities with others on campus.** Many of our students have lots of ideas; they simply need someone to help them see how to manifest them into something real.

Other responsibilities will include:

- Serve as **primary point of contact for students** when they have questions about the club or University policies. Handbooks are available online at [osucascades/studentlife/clubs/information.php](https://osucascades/studentlife/clubs/information.php) for student fee and club policies and guidelines. If you need assistance or advice, please feel free to contact the student life coordinator anytime!
- **Encourage students** to get involved in appropriate professional associations, attend conferences, do poster presentations as a club, etc.
- Encourage students to show off their skills and wisdom in their field, or how great they think their field is – organize info sessions, events, presentations, BBQ's, ice cream socials, etc.
- Become familiar with the following **OSU-Cascades systems and guidelines**:
  - Handbook for Use of Student Fees
  - Handbook for Purchasing, Payment and Reimbursement with Student Fees
    - Contact the Coordinator of Student Life with questions
  - Room reservation and equipment requests:
    - Students should email the Finance and Administration Specialist with room or equipment requests
  - Photocopying and mailing:
    - Students must meet with the Director of Enrollment services to receive FERPA training and gain access to the photocopy room
    - **Student club copy code: 13300**
    - Mailing: Use LCB131 for account code (student fee committee)
  - Travel Arrangement Guidelines including use of campus van.
    - See Handbook for Purchasing, Payment and Reimbursement for detailed information
  - Risk Management Guidelines (see attached)
  - Money Raising Regulations (see attached)
    - If a cash box is needed, please contact the Coordinator of Student Life at least 2 weeks prior to the event.

- All money raised must be submitted with the attached form to the Coordinator of Student Life, for deposit in the club account.
- Facilitate student preparation of **club’s annual budget request process** (see attached guidelines).
  - The budget requests for the following academic year are due in January. Decisions are made for club funding in March for the following academic year.
- Facilitate student preparation of **annual program and activity evaluations**.
- Facilitate student **tracking of club expenditures and revenues** throughout the year.
- Assist students **in recruitment of new club members** and the “passing of the torch”. Clubs at OSU-Cascades are open to all COCC and OSU-Cascades students, faculty and staff. The primary leadership within the club should be OSU-Cascades students.
- HAVE FUN!

**Important Contacts For Clubs**  
**2006-2007**

**Fee Committee Members:**

Fee Committee Member - Sarah Bolduc – [bolducs@onid.orst.edu](mailto:bolducs@onid.orst.edu)  
Fee Committee Member - Andrew Davis - [davisa3@onid.orst.edu](mailto:davisa3@onid.orst.edu)  
Fee Committee Member - Marty DuRette – [durettem@onid.orst.edu](mailto:durettem@onid.orst.edu)  
Fee Committee Member - Jennifer Lewis - [lewisj3@onid.orst.edu](mailto:lewisj3@onid.orst.edu)  
Fee Committee Member - Jeff Myers – [myersjef@onid.orst.edu](mailto:myersjef@onid.orst.edu)

**Fee Committee Public/Club Relations Officer:** Jeff Myers

**Fee Committee Meeting Facilitator:** Andrew Davis

**Fee Committee Fiscal Manager:** Sarah Bolduc

**Fee Committee Advisor/Coordinator of Student Life:**

Jacquie Coe: [Jacquie.coe@osucascades.edu](mailto:Jacquie.coe@osucascades.edu) / 322-3156

**Finance and Administration Specialist:**

Lisa Morgan: [lisa.morgan@osucascades.edu](mailto:lisa.morgan@osucascades.edu) / 322-3169

## **Risk Management Guidelines**

*In any given year, more than 200 lawsuits are filed against student organizations.* It is an unfortunate fact of life that student organizations today must be concerned with risk management. Just as society has become more conscious of risk management, so must student organizations.

Risk management is the reduction of risky events and behavior that can cause someone harm. On one level, risk management means avoiding lawsuits. On a much higher level, risk management means making sure that no one gets hurt at an organization's event. All of a student group's activities--receptions, athletic contests, and other events--carry some risk. For this reason, organizations must learn to identify and reduce risky behavior.

### **TWO STEPS TO RISK MANAGEMENT**

#### **Part 1: Identifying Risky Behavior**

While there is no such thing as a risk-free event, some things carry more risk than others. The simplest way to identify risky behavior is to ask, "Can someone get injured as a result of attending or participating in this event?" If the answer is yes, the event can be considered risky. For instance, events that cause participants to be in or on unsafe facilities carry substantial risk. Remember that you are responsible for injuries that occur because your event took place in an unsafe facility.

#### **Part 2: Eliminating or Reducing Risky Behavior**

Reducing risky behavior means finding ways to have a safer event. For example, a flag football tournament is safer than a tackle football tournament. Flag football may still result in injuries, but these injuries probably will be less numerous and serious than those resulting from tackle football. Similarly, an alcohol-free event is much safer than one at which alcohol is served.

There will always be risks in life. The trick is to reduce your risks to acceptable levels. Finding ways to reduce your risk is a smart thing for any student leader to do. It is also very prudent for you personally.

The bottom line is that we want people to attend our events or participate in them and not be injured. Liability aside, it is ethically wrong to encourage harmful behavior if it can be avoided. Good leaders plan ahead and reduce risk to their members and guests.

#### **Greatest Area of Risk: Use of Alcohol**

Ninety percent of the lawsuits filed against student organizations involve alcohol. Having alcohol at your event increases your risk substantially because people do not always make the best decisions when they are drinking. The situation can be exacerbated when alcohol is introduced to events requiring any physical behavior, such as athletic contests, or when people drive away from your event. Thus, the first lesson to be learned is that if alcohol is to be part of the event, you already have a serious increase of risk.

Adapted From Carolina Union Website:

[http://carolinaunion.unc.edu/activities\\_orgs/handbook/risk\\_management.html](http://carolinaunion.unc.edu/activities_orgs/handbook/risk_management.html)

## Money Raising Regulations

1. All fundraising events must be sponsored by a recognized student organization. All financial transactions must be handled by members of the student organization.
2. All funds raised from the event must be deposited into the student organization's account.
3. If money raising includes drawings for prizes, please contact the Office of Student Life regarding guidelines.
4. An individual or individuals of the student organization may not participate for private financial gain.
5. If collecting currency, a cash box from OSU-Cascades must be used. Only one cash box per club may be used at one time.
6. All checks must be written to OSU-Cascades. Note the student organization in the memo line.
7. Admission charges shall not discriminate on the basis of race, color, national origin, religion, sex, sexual orientation, age, marital status, disability, disabled veteran or Vietnam era veteran status.
8. All costs associated with the use of state tax-supported facilities must be paid by the student organization.
9. **If a cash box is being used, all transactions must be balanced at the end of each business day. Numbered receipts must match the amount of cash taken in to the box. The organization is responsible for all cash in the cash box once it is checked out of the business office.**

Event: \_\_\_\_\_

Date(s): \_\_\_\_\_

Organization: \_\_\_\_\_

Contact name: \_\_\_\_\_

Phone: \_\_\_\_\_ email: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_

## Student Fee Budget Requests Guidelines

### Deadline for requests:

- Budgets must be submitted to the OSU-C student fee committee by **February**

### Eligible Clubs and Organizations:

- Any active OSU-C student club or organization may submit budget requests for the 2006-2007 academic year. Clubs must have a mission statement on record with the Office of Student Life, an active faculty advisor and at least three active members.
- ASCOCC may request funds on behalf of COCC's recognized student clubs and organizations in a single request to be allocated appropriately through their budget process. Individual clubs at COCC will not be allocated an annual budget separate from the COCC process. The exceptions to this guideline are OSPIRG and The Broadside Student Newspaper.
- Community Organizations that support the mission of the OSU-Cascades student fee committee may request annual funding. Projects must directly benefit the students of OSU-Cascades.

### Application Process:

- Clubs must submit the following:
  - A narrative outlining how the club or organization meets the mission of the OSU-Cascades Student Fee Committee and how it serves the students of OSU-Cascades. It should also include an outline of past programs and a brief evaluation of those programs successes and how they could be improved. Including specific information on numbers of OSU-C students served will be helpful.
  - **Three** budget requests:
    - 1 - a budget that allows for reasonable program growth and development
    - 2 - a budget that maintains the club or organization's status quo
    - 3 - a reduced budget that forces program reduction, but not elimination
  - Please download the template available online to use for submitting your budget request
- Please review the following documents to ensure appropriate use of student fees before submitting your proposals:
  - Student Fee Policies and Procedures
  - Use of Student Fees Handbook

(available online at [www.osucascades.edu/studentlife/clubs/information.php](http://www.osucascades.edu/studentlife/clubs/information.php) )