

Welcome to the RSO Advisor Network (RAN) Newsletter!

Each month you will receive information about Registered Student Organization requirements, tips and tricks from the Center for Student Involvement, resources for your student organizations to use, as well as information to aid you in being a great advisor.

IN THIS EDITION....DECEMBER 2018

- ⇒ **Advisor Bootcamp Save the Date**
- ⇒ **RSO Resources**
 - ◇ **RSO Funding**
- ⇒ **Get Involved Access**
 - ◇ **Finance Tool**
- ⇒ **Advisor's Corner: Working with Student Organizations & Their Finances**
- ⇒ **Advisor's Semester Reflection**

ADVISOR BOOTCAMP

Are you a new advisor looking to gain more knowledge on how to make the most of your experience as an advisor?

Or a seasoned advisor looking for a refresher?

THEN JOIN US FOR ADVISOR BOOTCAMP!

CENTER FOR STUDENT INVOLVEMENT ADVISOR BOOTCAMP

AT THIS HALF-DAY EXPERIENCE, COME LEARN ABOUT:

Roles & Responsibilities of an RSO Advisor

Conflict Resolution Tactics for Advisors

Risk Management & Event Planning for Advisors

Transitioning Your Organization

JANUARY 10
9-1 PM
SKYLINE ROOM

To RSVP for the Advisor Bootcamp click [here](#). Attendees are able to select which session(s) they'd like to attend in the RSVP if they cannot stay for the entirety of the program.

RSO RESOURCES

This month we are highlighting funding opportunities for registered student organizations. Below are a few areas that offer funds for registered student organization programming and travel.

Activities Funding Board (AFB)

AFB allocates funds to registered student organizations for programs on campus and attendance to off-campus conferences as they related to student organization's mission. Student organizations that are interested in receiving AFB funding are able to apply for funds within their organization's Get Involved page.

Organizations are eligible for up to \$3,000 total per academic year, with a \$1,000 cap on conference requests. There are three different ways AFB can provide financial support.

- **Direct Pay (programs only)**— AFB can directly pay entities on campus (Chartwells, CARS, Creation Station, UIT, etc.) on the organization's behalf.

- **Advance Pay (programs only)**— AFB can provide organizations a payment upfront of up to \$500 dollars for approved purchases, which the organization can use before their program and submit receipt documentation after the event has taken place.

- **Reimbursement**—AFB can reimburse organizations for approved expenses after the event or conference has taken place.

For questions regarding the AFB process, students can visit www.uh.edu/afb or email afb@uh.edu.

Council for Cultural Activities (CCA)

The Council for Cultural Activities is a student fee-funded organization that promotes cultural awareness, diversity, and inclusion at the University of Houston by supporting cultural and diversity-related registered student organizations and events on campus. Any Registered Student Organization in good standing with the University that identifies as cultural or diversity-related is eligible to register with CCA.

Student organizations that are not registered with CCA, but are hosting an event that celebrates culture or diversity can also take advantage of CCA co-sponsorship. CCA will support approved events in the marketing, planning, and financial assistance. All events sponsored by CCA should be open and free to all UH students. Organizations can apply for co-sponsorship by submitting an event proposal form on the CCA Get Involved page.

Organizations are eligible for \$2,000 per event, with a cap of \$5,000 per academic year.

For questions regarding the CCA process, students can visit www.uh.edu/cca or email cca@central.uh.edu.



Center for Diversity & Inclusion

The Center for Diversity and Inclusion Student Organization Fund exists to assist registered student organizations in their efforts to increase outreach and showcase various aspects of diversity. By offering financial support, CDI strives to create new opportunities for student success through learning, engagement, and discovery.

Student organizations can receive a maximum of \$300 per academic year.

Click [here](#) for more information!



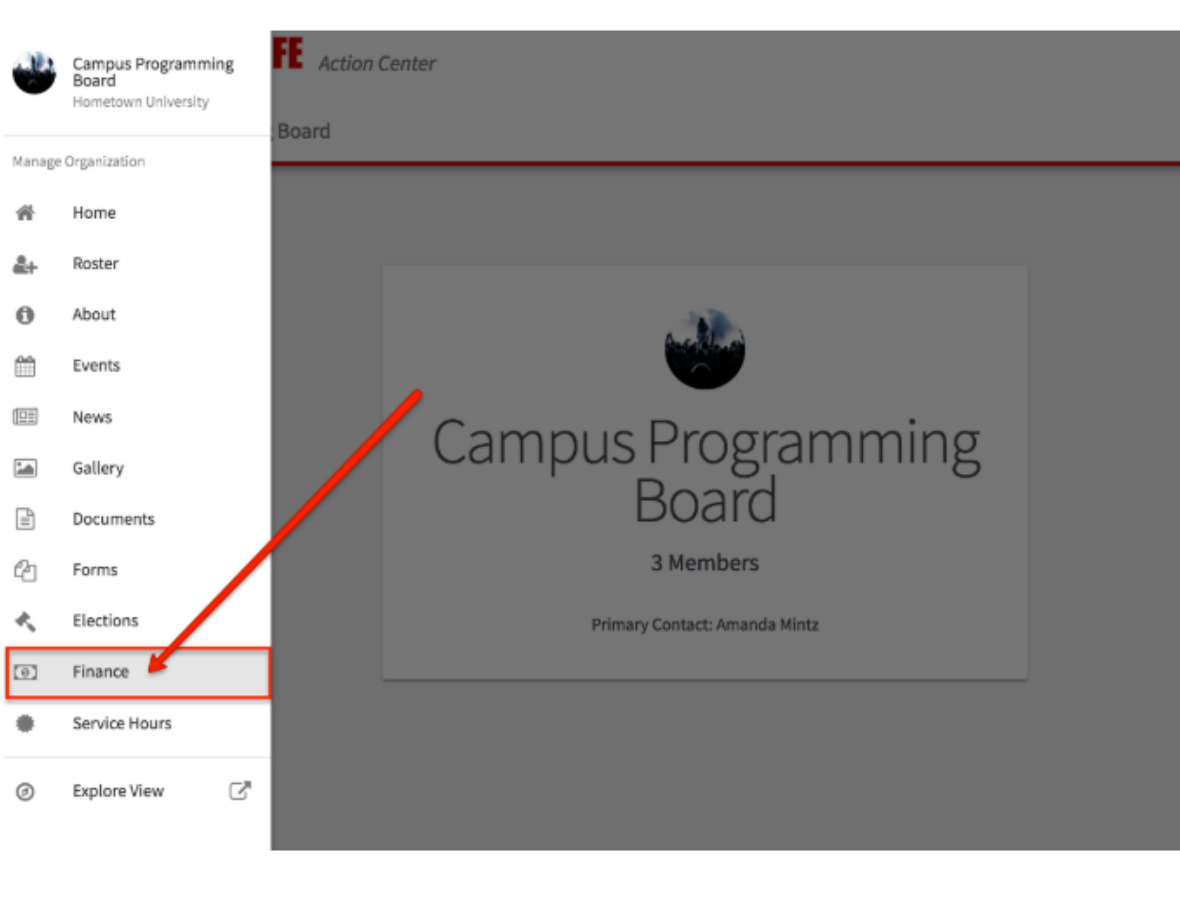
GET INVOLVED: FINANCE

The **Finance** tool within Get Involved allows students to submit requests for Activities Funding Board funds. This is a centralized place where top officers are able to submit requests for funding as well as submit receipts and keep a running total of how much they have been allocated/used from the Activities Funding Board.

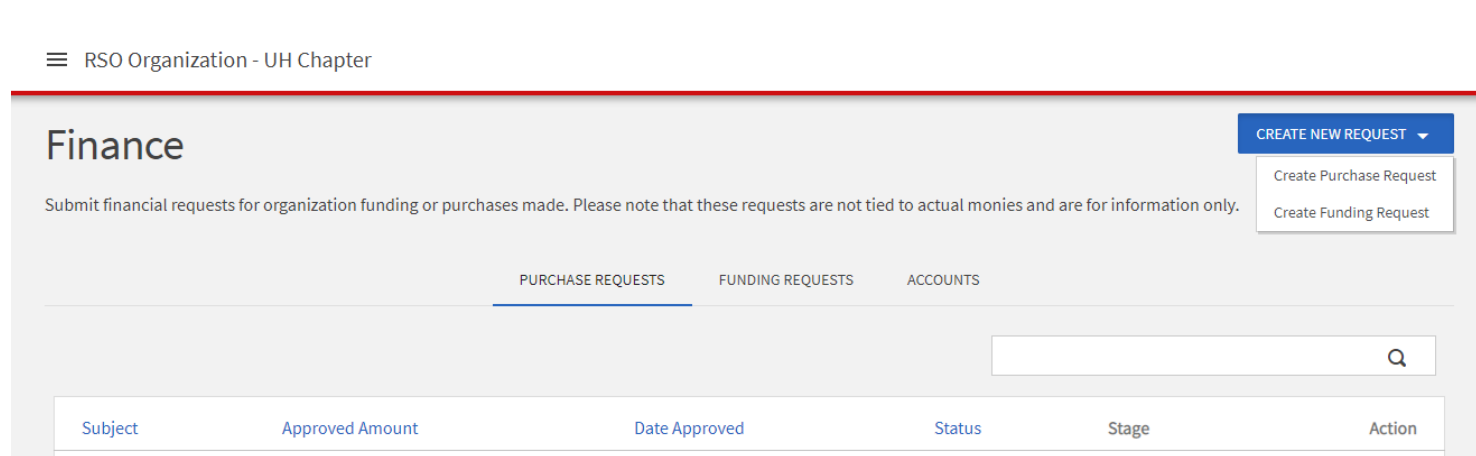
We have created a manual for student organization officers to walk through the process of requesting funds and submitting receipts within the system. You can find the manual below. As an advisor, you do have access to view how much has been used or allocated to the organization within Get Involved.

Finance Tool Manual

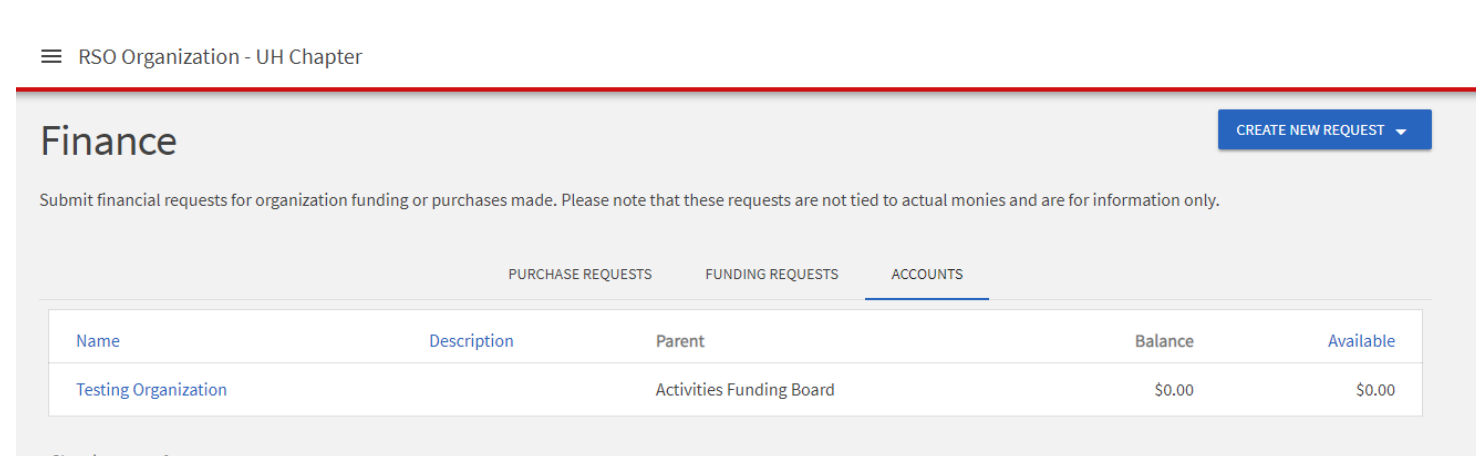
To access both Purchase and Funding requests, navigate to the Action Center for the organization, open up the organization tool drawer, and select **Finance**.



Students will be able to select which type of request they would like to create. A Funding Request allows them to request funds. A Purchase Request allows them to request reimbursement or payment of an invoice.



There is a third tab on the Finance page for your organization that displays information about your accounts. Any allocations the organization has been given will show here.



Adapted from Campus Labs Engage Support

ADVISORS CORNER: WORKING WITH STUDENT ORGANIZATIONS AND FINANCES

Student organizations are often created by students with big plans of how they can come together for a common purpose, but often they come together with very little funds! As advisors, we never want to quell our students dreams or ideas, but students turn to us to help them turn those ideas into reality. In helping them to navigate realistically raising money and using the funds they have to reach those dreams, it is also our role to help our students to be fiscally responsible as an organization.

Budgeting

Student organizations generally have an idea of what it means to have a budget and have some sort of document, but as an advisor, it is important that you have an idea of where the groups finances are as well. While a budget is often used to detail income and expenses, help your group to use it for more. Budgets can be used to refine goals to reflect the resources the group has available, provide information to adjust or analyze programs and activities, or aid them in decision making for their group. The organization may also look to you for advice on how to make their funds stretch, context on how much items cost (or a reasonable amount to spend on something), or even for tips on how they can find other places to get funds. Start the conversations about their budget early, as in before the year begins, if possible. Help them prepare an outline of everything they'd like to do or accomplish within the year and determine their estimated expenses for each. As an advisor, continue to have conversations with your students about their budget throughout the year and help them to revise, review, and make adjustments as necessary.

Fundraising

There are a lot of tried and true ways for organizations to raise funds. Bake sales, tournaments, pageants, parties, you name it! As an advisor, have a conversation with your students about what has worked and what hasn't worked. Help them think about how much they actually need, or WHAT it is they actually need. Often, organizations think about asking for money directly but help them think outside the box! Asking companies for products or samples, to use as prizes or giveaways can help reduce some costs at many different events. Students can also ask for help with printing costs, shirts, banners, etc. in exchange for a company's logo on the item.

Organization Fiscal Responsibility

While it is important to help your students navigate budgeting and raising funds it is equally important to help them mitigate risks within their organization's finances. Checks and balance are essential to student organizations being fiscally responsible. This can be as simple as them having more than one person sign off on checks, approving purchases, or going on organization shopping trips! Encourage your students to bring the budget to each organization meeting for the group to review expenses and deposits and ensure nothing is missing or miscounted.

Another area of fiscal responsibility is helping organizations understand that just because they have the funds doesn't mean they need to spend them. Organizations can struggle with properly allocating funds for events and organizational costs, sometimes over or under allocating. This can lead to issues like spending too much on a fundraiser that will not bring in enough funds to cover the costs/raise additional funds or realizing that not enough was allocated for an event and something important is unable to be purchased. Helping the organization you advise to really think through these financial risks can help save them from issues later down the line.

If you have questions about organizational funding or would like more information on how you can help your students with finances, please feel free to reach out to us in the Center for Student Involvement.

Adapted from UH RSO Resource Guide & ACPA Advisor Manual

ADVISOR'S SEMESTER REFLECTION

As the semester comes to an end, take this time to reflect on your experience as an advisor. What went well? What would you like to improve for the Spring semester? For many, the Spring will bring a few new relationships with incoming officers as well as new experiences. Here are a few ways to make sure you create synergy with your group and stay connected.

1. Attend your organization's Spring Retreat (or encourage them to have one!)
2. Complete the [Advisor Expectation Form](#) with your student leaders to set realistic expectations
3. Set one on one meetings with the top officers
4. Attend events if you can, or at least a few meetings
5. Ask questions!

See you next year!

Welcome to the RSO Advisor Network (RAN) Newsletter!

Each month you will receive information about Registered Student Organization requirements, tips and tricks from the Center for Student Involvement, resources for your student organizations to use, as well as information to aid you in being a great advisor.

IN THIS EDITION....DECEMBER 2018

- ⇒ **Advisor Bootcamp Save the Date**
- ⇒ **RSO Resources**
 - ◇ **RSO Funding**
- ⇒ **Get Involved Access**
 - ◇ **Finance Tool**
- ⇒ **Advisor's Corner: Working with Student Organizations & Their Finances**
- ⇒ **Advisor's Semester Reflection**

ADVISOR BOOTCAMP

Are you a new advisor looking to gain more knowledge on how to make the most of your experience as an advisor?

Or a seasoned advisor looking for a refresher?

THEN JOIN US FOR ADVISOR BOOTCAMP!

CENTER FOR STUDENT INVOLVEMENT ADVISOR BOOTCAMP

AT THIS HALF-DAY EXPERIENCE, COME LEARN ABOUT:

Roles & Responsibilities of an RSO Advisor

Conflict Resolution Tactics for Advisors

Risk Management & Event Planning for Advisors

Transitioning Your Organization

JANUARY 10
9-1 PM
SKYLINE ROOM

To RSVP for the Advisor Bootcamp click [here](#). Attendees are able to select which session(s) they'd like to attend in the RSVP if they cannot stay for the entirety of the program.

RSO RESOURCES

This month we are highlighting funding opportunities for registered student organizations. Below are a few areas that offer funds for registered student organization programming and travel.

Activities Funding Board (AFB)

AFB allocates funds to registered student organizations for programs on campus and attendance to off-campus conferences as they related to student organization's mission. Student organizations that are interested in receiving AFB funding are able to apply for funds within their organization's Get Involved page.

Organizations are eligible for up to \$3,000 total per academic year, with a \$1,000 cap on conference requests. There are three different ways AFB can provide financial support.

- **Direct Pay (programs only)**— AFB can directly pay entities on campus (Chartwells, CARS, Creation Station, UIT, etc.) on the organization's behalf.
- **Advance Pay (programs only)**— AFB can provide organizations a payment upfront of up to \$500 dollars for approved purchases, which the organization can use before their program and submit receipt documentation after the event has taken place.
- **Reimbursement**—AFB can reimburse organizations for approved expenses after the event or conference has taken place.

For questions regarding the AFB process, students can visit www.uh.edu/afb or email afb@uh.edu.

Council for Cultural Activities (CCA)

The Council for Cultural Activities is a student fee-funded organization that promotes cultural awareness, diversity, and inclusion at the University of Houston by supporting cultural and diversity-related registered student organizations and events on campus. Any Registered Student Organization in good standing with the University that identifies as cultural or diversity-related is eligible to register with CCA.

Student organizations that are not registered with CCA, but are hosting an event that celebrates culture or diversity can also take advantage of CCA co-sponsorship. CCA will support approved events in the marketing, planning, and financial assistance. All events sponsored by CCA should be open and free to all UH students. Organizations can apply for co-sponsorship by submitting an event proposal form on the CCA Get Involved page.

Organizations are eligible for \$2,000 per event, with a cap of \$5,000 per academic year.

For questions regarding the CCA process, students can visit www.uh.edu/cca or email cca@central.uh.edu.



Center for Diversity & Inclusion

The Center for Diversity and Inclusion Student Organization Fund exists to assist registered student organizations in their efforts to increase outreach and showcase various aspects of diversity. By offering financial support, CDI strives to create new opportunities for student success through learning, engagement, and discovery.

Student organizations can receive a maximum of \$300 per academic year.

Click [here](#) for more information!



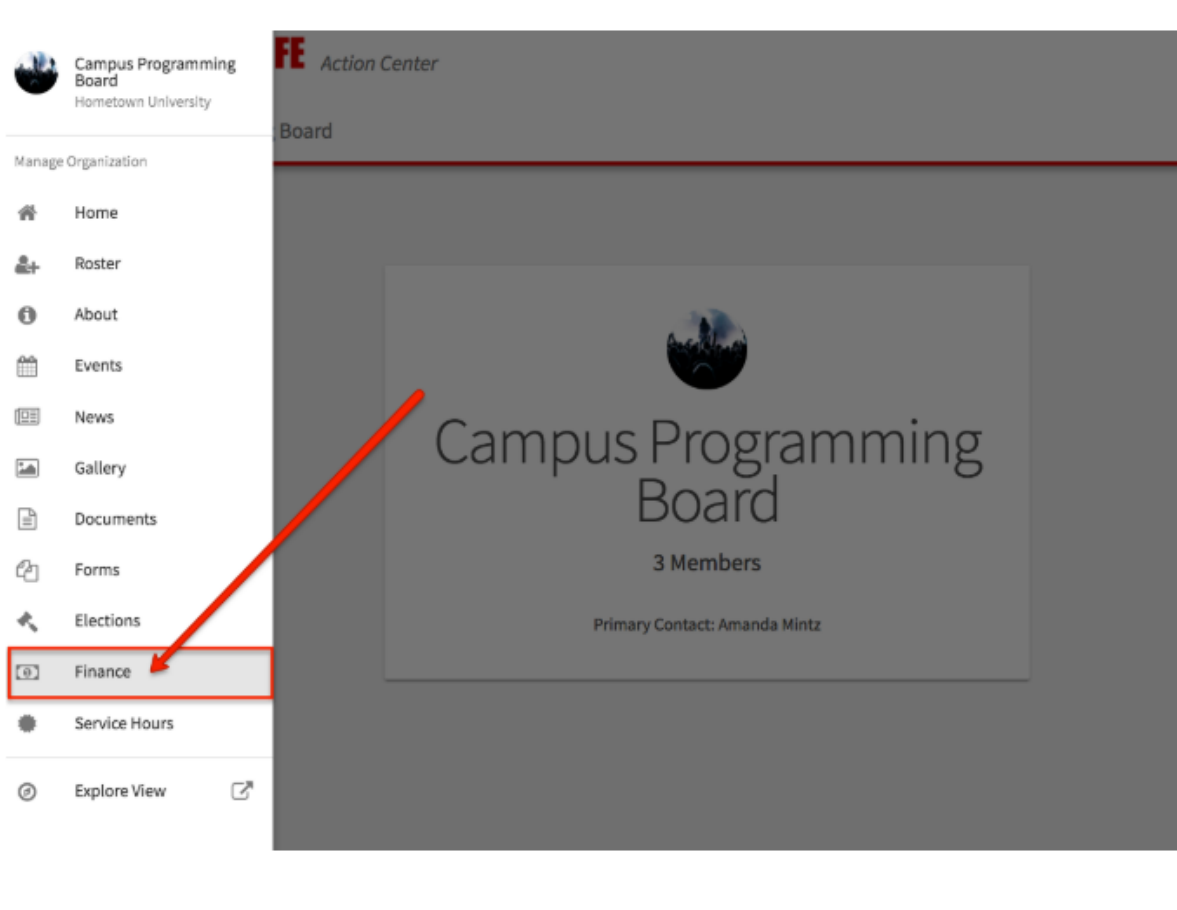
GET INVOLVED: FINANCE

The **Finance** tool within Get Involved allows students to submit requests for Activities Funding Board funds. This is a centralized place where top officers are able to submit requests for funding as well as submit receipts and keep a running total of how much they have been allocated/used from the Activities Funding Board.

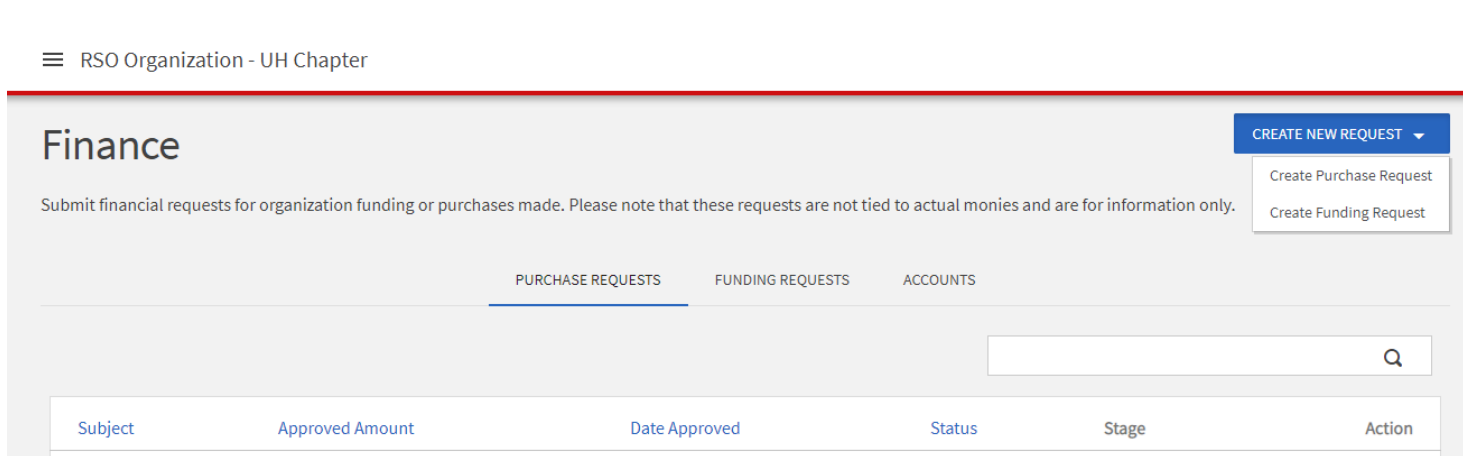
We have created a manual for student organization officers to walk through the process of requesting funds and submitting receipts within the system. You can find the manual below. As an advisor, you do have access to view how much has been used or allocated to the organization within Get Involved.

Finance Tool Manual

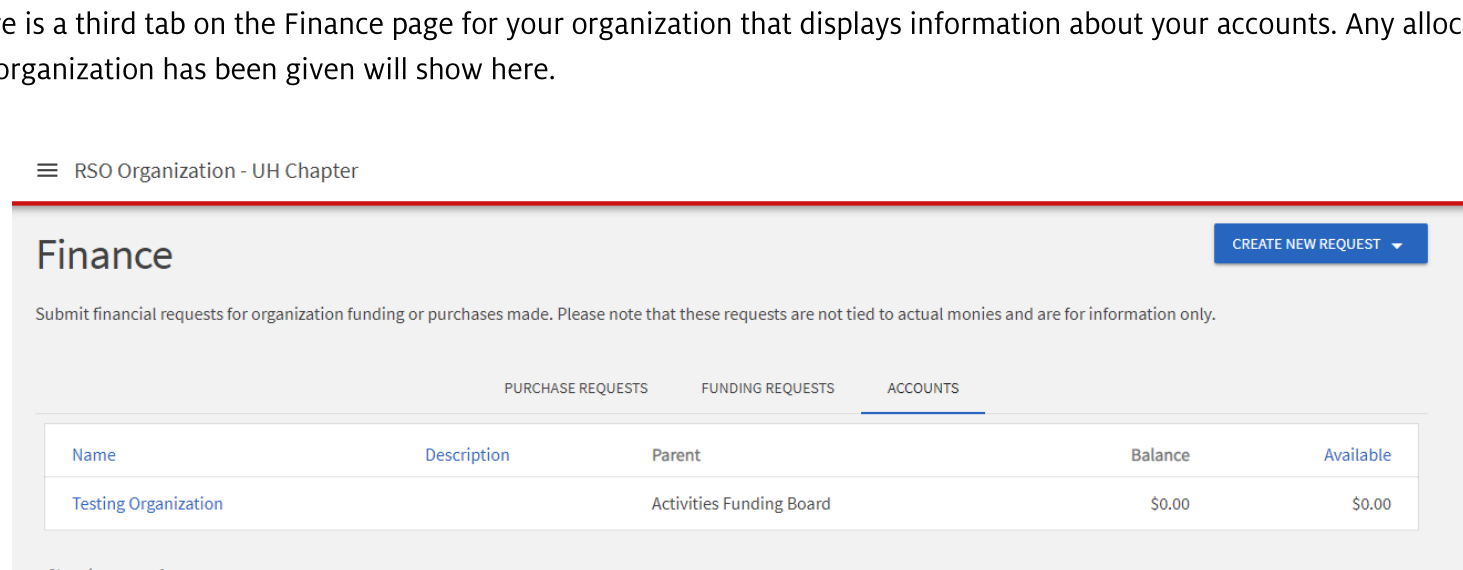
To access both Purchase and Funding requests, navigate to the Action Center for the organization, open up the organization tool drawer, and select **Finance**.



Students will be able to select which type of request they would like to create. A Funding Request allows them to request funds. A Purchase Request allows them to request reimbursement or payment of an invoice.



There is a third tab on the Finance page for your organization that displays information about your accounts. Any allocations the organization has been given will show here.



Adapted from Campus Labs Engage Support

ADVISORS CORNER: WORKING WITH STUDENT ORGANIZATIONS AND FINANCES

Student organizations are often created by students with big plans of how they can come together for a common purpose, but often they come together with very little funds! As advisors, we never want to quell our students dreams or ideas, but students turn to us to help them turn those ideas into reality. In helping them to navigate realistically raising money and using the funds they have to reach those dreams, it is also our role to help our students to be fiscally responsible as an organization.

Budgeting

Student organizations generally have an idea of what it means to have a budget and have some sort of document, but as an advisor, it is important that you have an idea of where the groups finances are as well. While a budget is often used to detail income and expenses, help your group to use it for more. Budgets can be used to refine goals to reflect the resources the group has available, provide information to adjust or analyze programs and activities, or aid them in decision making for their group. The organization may also look to you for advice on how to make their funds stretch, context on how much items cost (or a reasonable amount to spend on something), or even for tips on how they can find other places to get funds. Start the conversations about their budget early, as in before the year begins, if possible. Help them prepare an outline of everything they'd like to do or accomplish within the year and determine their estimated expenses for each. As an advisor, continue to have conversations with your students about their budget throughout the year and help them to revise, review, and make adjustments as necessary.

Fundraising

There are a lot of tried and true ways for organizations to raise funds. Bake sales, tournaments, pageants, parties, you name it! As an advisor, have a conversation with your students about what has worked and what hasn't worked. Help them think about how much they actually need, or WHAT it is they actually need. Often, organizations think about asking for money directly but help them think outside the box! Asking companies for products or samples, to use as prizes or giveaways can help reduce some costs at many different events. Students can also ask for help with printing costs, shirts, banners, etc. in exchange for a company's logo on the item.

Organization Fiscal Responsibility

While it is important to help your students navigate budgeting and raising funds it is equally important to help them mitigate risks within their organization's finances. Checks and balance are essential to student organizations being fiscally responsible. This can be as simple as them having more than one person sign off on checks, approving purchases, or going on organization shopping trips! Encourage your students to bring the budget to each organization meeting for the group to review expenses and deposits and ensure nothing is missing or miscounted.

Another area of fiscal responsibility is helping organizations understand that just because they have the funds doesn't mean they need to spend them. Organizations can struggle with properly allocating funds for events and organizational costs, sometimes over or under allocating. This can lead to issues like spending too much on a fundraiser that will not bring in enough funds to cover the costs/raise additional funds or realizing that not enough was allocated for an event and something important is unable to be purchased. Helping the organization you advise to really think through these financial risks can help save them from issues later down the line.

If you have questions about organizational funding or would like more information on how you can help your students with finances, please feel free to reach out to us in the Center for Student Involvement.

Adapted from UH RSO Resource Guide & ACPA Advisor Manual

ADVISOR'S SEMESTER REFLECTION

As the semester comes to an end, take this time to reflect on your experience as an advisor. What went well? What would you like to improve for the Spring semester? For many, the Spring will bring a few new relationships with incoming officers as well as new experiences. Here are a few ways to make sure you create synergy with your group and stay connected.

1. Attend your organization's Spring Retreat (or encourage them to have one!)
2. Complete the [Advisor Expectation Form](#) with your student leaders to set realistic expectations
3. Set one on one meetings with the top officers
4. Attend events if you can, or at least a few meetings
5. Ask questions!

See you next year!