

Welcome to the RSO Advisor Network 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....

- ⇒ Organization Registration: Starts in April!
- ⇒ RSO Resources: Funding
- ⇒ Officer Transitions
- ⇒ Get Involved Access
  - ◊ Elections
- ⇒ Advisor's Corner
  - ◊ Challenge & Support

## ORGANIZATION REGISTRATION

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The registration process requires organizations to complete four components:

### ⇒ Organization Orientation

In this session, we will discuss all of the registration requirements for organizations, applicable policies and procedures, navigating Get Involved, event registration, and resources for RSOs across campus.

### ⇒ Online Risk Management

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### ⇒ Exploring Diversity

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Date for registration sessions for the 2018-2019 registration period are currently listed on the CSI Website at: <http://www.uh.edu/csi/organizationregistration/existing/>

## RSO RESOURCES

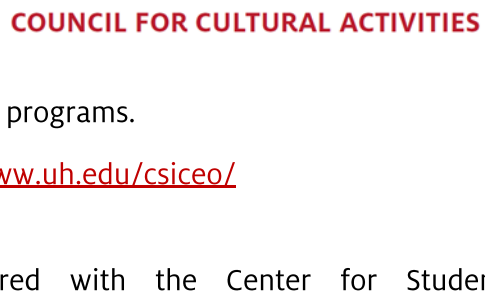
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For more information on this process please visit: <http://www.uh.edu/afb/>

The Council for Cultural Activities supports fun and engaging events that are culture and diversity-related. Through their event proposal process they can co-sponsor student organization events and help develop, market, and see the event through the entire planning process. They also provide student organizations access to supplies, such as dollies, food machines (cotton candy, popcorn and snow cone) and art supplies. Organizations are eligible for up to \$2,000 in reimbursement per event with a \$5,000 cap per academic year. Students can also apply for advance payment of up to \$500 for events and programs.



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## OFFICER TRANSITION

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An officer transition plan is the process in which outgoing officers transfer responsibilities and information to incoming officers. Major components of an officer transition plan include: identifying key information to be shared from outgoing officers to new officers, ensuring the information is actually transferred, and ensuring the new officers are comfortable assuming the leadership roles within the organization. Some advisor assist the organization leaders in facilitating a transition meeting or retreat to make sure all new officers receive what they need, have an opportunity to ask questions to the outgoing officers, and are comfortable transitioning. By making sure that these events take place it helps students understand the importance of their role, empowers them as student leaders, and helps the organization to further continue developing its legacy.

The Center for Student Involvement provides students with a framework for transition using the CREW Transition Guide. CREW stands for: Contacts, Records, Events, and Wisdom. Below are a few items student leaders should consider passing down through their transition guide.

**Contacts**

- Outgoing officer's contact information
- Campus Connections (CSI, Advisor, Room Reservations, etc)
- Vendors
- Donors and Sponsors

**Records**

- Position description and responsibilities
- Calendars and Timelines
- Marketing designs
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- Organization email account username/password
- Budgets and Finances
  - Receipts and invoices
  - Tax Identification Number (EIN)

**Events**

- Descriptions of staple events and timelines
- Risk Management Plans
- Ideas for future programs

**Wisdom**

- Advice
- FAQs
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By focusing on these four areas, students can gather information that will be helpful in ensuring the organization is set up for future success.

## ADVISOR'S CORNER: CHALLENGE & SUPPORT

A Student Organization Advisor is key to a group's success. Their guidance and support allow members of student groups to develop skills to successfully carry out the mission of the organization. It is our role to help students to see alternatives and provide an outside perspective. Student affairs professionals often use Sanford's Challenge and Support Theory as a development tool to provide the students we serve the right amount of challenge and support to encourage growth. We do this by helping them think through issues critically, encouraging them to try new things, and listening and helping them to work through the issues they are facing.

### WAYS TO CHALLENGE STUDENT ORGANIZATION LEADERS

- Ensure beginning success as much as possible, but allow the responsibility and implementation of events to lie primarily with the organization.
- Some times we as advisors have to allow the group to learn from their mistakes. Although this is often a difficult thing to watch, it is very powerful in developing student leaders. Providing our students with teachable moments can be the best learning experience.
- Recognize that at times the process is more important than the content.
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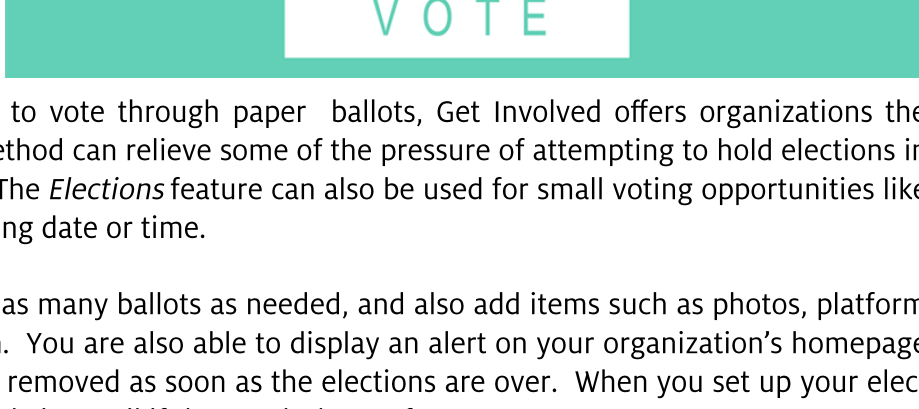
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- Assist the group in setting realistic, attainable goals.
- Be aware of your role as an advisor: policy interpreter, mentor, advocate, counselor, facilitator, educator, and many more!
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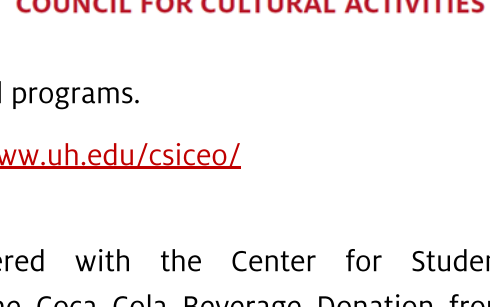
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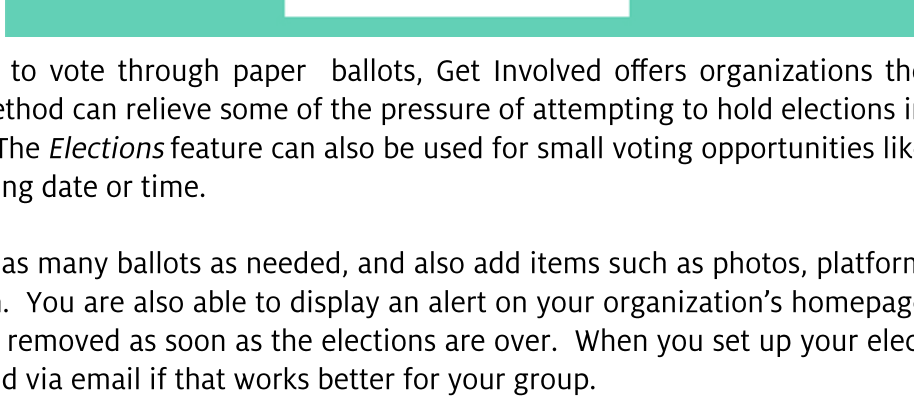
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