GROUP ADVISING MODEL

Student Organization Group Advising

A. **Group advising expectations:** *(this does not include Academic Organizations, Student Governance Organizations & Academic Honoraries)*

1. An advising team will consist of at least two UW-Parkside staff members who are at least 80% employed
2. Meet three times a semester with assigned student organizations at one meeting each month; meetings to be no longer than 1.5 hours
3. Keep meetings focused on the larger picture of civility, reputation, collaboration, planning, organization management, and connecting to missions
4. Attend Campus Activities & Engagement training or roundtable discussions each semester
5. Provide guidance and advice as needed in support of organization’s mission, leadership, and development
6. Communicate policies and procedures to students, or refer them to Campus Activities & Engagement staff to address unanswered questions and concerns
7. Communicate with Campus Activities & Engagement regarding organization activity as needed, or if concerns arise
8. Refer students to Campus Activities & Engagement regarding administrative-related tasks and paperwork
9. Advising Team is not required to attend individual student organization meetings or their executive meetings

*Advising Team members may meet with student officers and members at times other than the required Advising Group meeting (pending schedule and other expectations). They are encouraged to refer student organization officers/members to Campus Activities & Engagement staff for administrative questions.*

B. **Student organization officer expectations:**

1. Meet three times a semester with assigned advising team at the established meeting time, in addition to meeting with other student organization officers, or risk losing University Recognition
2. Provide a minimum of two officers and/or members for each advising team meeting
3. Communicate organization activity, as well as any leadership concerns or issues, as needed
4. Work with Campus Activities & Engagement to handle administrative-related tasks and paperwork
5. Present and discuss:
   a. what the organization is doing
   b. upcoming events
   c. successes and challenges within the student organization
   d. collaborative opportunities
   e. questions and concerns
Student organizations may keep a mentor who may have specific interest or knowledge. These mentors are welcome to attend Advising Group meetings.

C. **Campus Activities & Engagement expectations:**
Campus Activities & Engagement will answer questions, provide additional resources, provide ongoing training on:
1. budgets,
2. purchasing
3. travel
4. payroll
5. other administrative functions such as: fundraising, tickets, off-campus events, risk/liability.

These sessions will be part of each semester’s retreat and student organization training sessions.

*It is the hope that discussion with advising team will not need to include specific information but general overview and a re-direct to the office staff for support.*

D. **Meeting Topics:** to be determined based upon the current advising group needs and may include a guest speaker

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E. **Meeting Agenda – each meeting (3x/semester) not to exceed 60 minutes:** agenda should be fairly consistent from month to month.

1. Introductions/Attendance
2. Universal announcement from Advising Team (University or Campus Activities & Engagement related)
3. Topic of the Day and discussion on best practices (not to exceed 35 minutes)
4. Student Organization present and discuss (what are they doing, programs, collaboration opportunities, successes, challenges)
5. Questions/Concerns
6. Next Meeting