

# Advisors Training

LAMC Clubs and Organizations



**USEFUL  
INFORMATION**

Thank you for your commitment to the clubs at LAMC.

Thank you for considering being an advisor of a student club at Los Angeles Mission College !

Our clubs are engaging, full of potential, and most of all fun! Regardless of your experience, advising is a great opportunity to work with students in a capacity outside of the classroom, and to guide them in building upon their leadership potential.

The following training will provide you with the following:

- o your role as a club advisor
- o Benefits of being an advisor
- o Do's and Don'ts of advising
- o College rules and regulations for advisors
- o A-Z event planning guide
- o Information about fundraising
- o Other general information that you will find useful

Therefore again – thank you for considering to be an advisor for our student clubs, and if you ever have any questions please feel free to contact me or anyone in the Office of Student Life to help you provide the best possible support and guidance for your group. Your willingness to help our student succeed is much appreciated, and I look forward to working with you this semester!

Sincerely,  
Robert Crossley  
ASO Advisor

# Club Council Meetings

Club Council Meetings will take place every two weeks. These meetings are scheduled by the ASO Vice President

Time: TBA

Day: TBA



Where: ASO Conference Room #2. Campus Center  
Lower Level

# Advisors Responsibility

- Each club must have a participating advisor to remain in good standing.
- The advisor is **obligated** to be present at all club meetings and activities held on or off campus.
- If an advisor is not present during an activity it will be terminated and may cause revocation of the club's charter.
- An advisor can designate another regular employee to serve in their absence at a particular activity. Please notify the ASO Vice President of Clubs when that arrangement is made.
- It is the advisor's responsibility to assure that each club operates within the above named guidelines and regulations.
- The advisor is also someone who can guide and advise club members. An advisor can be a resource, a role model and a mentor. An advisor provides support for the club, but should not function as a member or an officer. The members make the decisions, as the advisor approves, as long as those decisions are within the above named guidelines, and are reasonable. Part of the student's experience of being involved in an organization (club) is learning to deal with a variety of people, and understanding and dealing with the consequences of decisions and actions.

# Club Meetings

- o Club meetings are to be held on campus during regular college hours. Special activities, approved by a majority of club members, may be held off-campus. Brief minutes summarizing actions taken or decisions made, including items voted upon, should be maintained. The club advisor is to be present at all club meetings. No club meetings or activities are to be held during finals.
- o If a room reservation is needed for club meetings, please complete an ASO Event Application Form, available at the ASO Office, no less than 14 days before event occurrence. This form must be signed by the club advisor.

# Off campus events

In addition to the preceding policies, the following apply specifically to all events that are held off-campus (Administrative Regulations S-13)

- o **Field Trip Waivers** for every student involved in off-campus trips shall be completed and signed prior to the field trip. Students under the legal age of 18 years old must have a waiver signed by the person legally responsible for the students. (They are available in the ASO Office). When non-commercial transportation is being used, the students driving must provide the ASO advisor with a copy of their automobile liability insurance, and sign a liability waiver. Students being transported must also sign a liability waiver.
- o All students participating a club or ASO sponsored trip must be accompanied by an advisor. Exceptions may be made by the college president.
- o No establishment may be patronized which has a discriminatory policy based on the restriction or exclusion of individuals because of race, sex, color, creed, national origin, sexual orientation, or disability.
- o If a student is delegated to make arrangements for an off-campus event, s/he should carry a letter from the Advisor authorizing him/her to do so.

# Fundraising

As per Administrative Regulation S-6, all club fundraisers must be approved by a majority vote of club members, in a club meeting, and recorded in the club's meeting minutes. The minutes of the club meeting must be signed by the club advisor.

The fundraising activity must be approved in writing, by both the ASG Advisor or designee and the College's Vice President of Administration or designee. The request for approval must include the purpose of the activity, how the money raised will be used, who will benefit a specific description of the activity, where it will be held, who will participate. If it is held in a college facility or off-campus, the club advisor must be present throughout the event. The only exception is if it is held outdoors on the college campus, and the advisor should be on campus if needed. It is required that clubs submit an "Event Request Form" for approval at least two-weeks before the fund raiser is to be held.

The following requirements must be met. The club president or treasurer will serve as the contact person who will:

Collect all funds daily, or by the next working day, for deposit in the Business Office for credit to proper club account and taxes, if applicable.

If tickets are sold, number receipts must be issued and turned in along with the deposit.

Present valid receipts along with disbursement request/check request forms in order to receive reimbursement for personal funds utilized in the approved fund raising activity.

Immediately after the last fundraising day, all sales proceeds and funds will be accounted for in the Business Office.

Any club that uses the college facilities and receives the benefits of chartering must follow the rules indicated above, as well as the guidelines in this Club Manual. If these requirements are not met, the fundraiser will no longer be authorized and its activities will be terminated, and the club's charter may be suspended.

# Funding Requests

An ASO Fundraising form must be completed 14 days in advance prior to all fundraisers.

## Application Procedure

If this event is fundraising event, please use "ASO Fundraising Request" form.

ASO needs to attach an ASO approval minute, a list of vendors who will be invited on campus for the event, a diagram of vendors set-up on campus and facility reserved confirmation to this request form and submit for CFA and college president's approval.

College will issue A "Permit To Use" to ASO for the event. ASO will be responsible for all vendors' activities, including vendor's insurance and health permit for food-related vendor.

IF ASO has any revenue sharing or commission-based with a vendor on campus, ASO needs to have a STA/contract with the vendor. ASO needs to submit Request for Contract to Administrative Services and College will key into SAP to generate a contract on behalf of ASO.

STA is a small contract with vendor will be on college premises less than 14 days and a regular Contract is for vendor who is on campus for 14 days or more ( consecutive or non-consecutive ) during the whole fiscal year.

Once the application is approved, Campus sheriff and Plant facilities will be notified.



## Funding Requests – Continued

Copy of club minutes and detailed plans of the fundraiser must be submitted to the Chief Business Officer or designee and the ASO Advisor for their approval in order for the event to take place.

The detailed plans must include:

1. The purpose of the fundraising campaign
2. Organizations that will participate
3. Organizations or individuals that will benefit
4. Method of solicitation or raising of funds
5. Method of distributing funds raised

# Funds and how to access them

Each chartered club will have an account established in the in the LAMC Business Office. All clubs are required each semester to complete an ASO/Club Annual Signatory Registration form. All club dues and fundraising contributions regardless of source of income must be maintained in a trust account (general account). Funds cannot be maintained in a private account or held by club members.

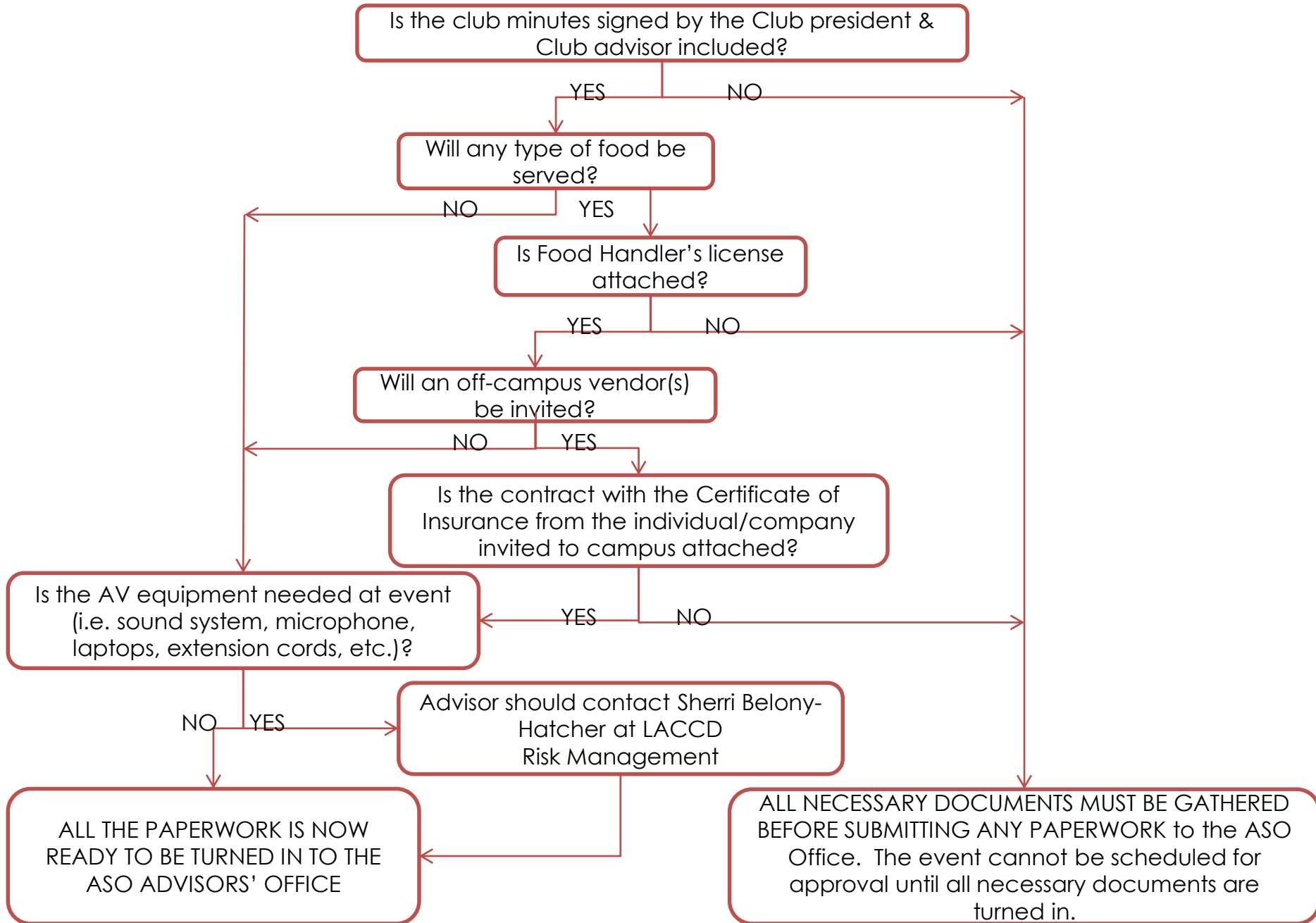
To utilize funds from a club's account in the Business office:

- ❖ A funding request is initiated, signed and authorized by the club president and club advisor.
- ❖ A copy of the minutes of the club meeting that included approval for this disbursement must be attached to the check request. The minutes must be signed by the club president and advisor.
- ❖ The original documentation, i.e. receipt, purchase order, billing invoice, must also be attached.
- ❖ Money from funds raised or collected must be deposited in the club's account the same day, or within 24 hours of receipt.
- ❖ The expenditure of funds from the Associated Student Government trust accounts is subject to the California Education Code, LACCD Board Rules and Administrative Regulations..

# Steps to event planning

- o If a room reservation is needed for club meetings, please fill out an ASO Event request form no *less* than 10 working days prior to event.
- o Determine where you would like to hold your event (either on or off campus)
- o **ALL** events must have an event request form filled out.
- o If event is off campus, a liability form, a student participation form, and a field trip waiver must be completed.

# WILL THE EVENT BE APPROVED?



# Forms

All forms related to ASO can be found on the ASO webpage.  
[www.lamission.edu/aso](http://www.lamission.edu/aso) .

- o ASO Event request turn in forms to ASO Advisor
- o Funding request please attach copy of the minutes of the club meeting that included approval of the disbursement. Minutes must be signed by club president and advisor. Original documentation attached (receipt or purchase order, invoice)
- o Liability Release forms Must be turned in to ASO Advisor *before* off campus activities
- o Student Participation/Excursion forms Must be turned in to ASO Advisor
- o Fiscal Policy

# How to be a good advisor

## A good advisor:

- o Is personally and professionally interested in being an advisor.
- o Listens constructively, attempting to hear all aspects of students' expressed problems.
- o Sets aside enough regularly scheduled time to adequately meet the advising needs of students assigned to him.
- o Knows university policy and practice in sufficient detail to provide students with accurate, usable information.
- o Refers students to other sources of information and assistance when referral seems to be the best student-centered response to be made.
- o Attempts to understand student concerns from a student point of view.
- o Views long-range planning as well as immediate problem-solving as an essential part of effective advising.
- o Shares his advising skills with working colleagues who also are actively involved with advising.
- o Continually attempts to improve both the style and substance of his advising role.
- o Willingly and actively participates in advisor-training programs, both initial and in-service.
- o (Metz & Allan, 1981)

Source: **JACADA** Jaguar Academic Advising Association

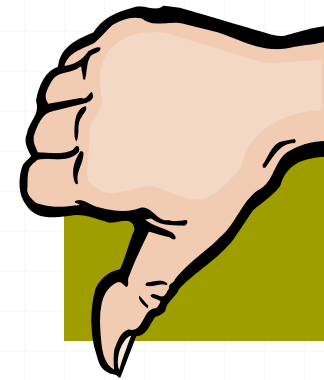
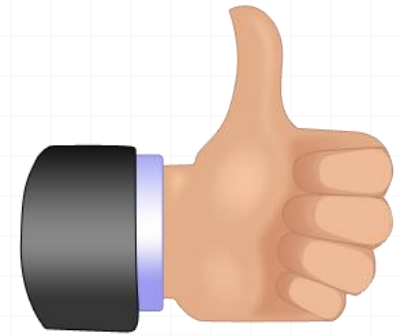
# Here are 10 steps to become a great advisor:

1. Discuss your role with everyone in the organization.
2. Attend all meetings possible.
3. Attend all events possible.
4. Schedule weekly one-on-one meetings with the president or executive board.
5. Get copies of agendas and minutes of all meetings.
6. Be involved in all financial areas, not just signing check requests and reimbursements.
7. Be involved in all constitutional or charter rewrites.
8. Make sure to be included in the election of new leaders.
9. Have fun with your committee members.
10. Finally, recognize your members for their good work.

# The Do's and Don'ts of Advising

- ✓ DO serve as a resource for the organization
- ✓ DO suggest ideas and goals
- ✓ DO serve as a personal and professional role model
- ✓ DO interpret institute policy/procedure
- ✓ DO exemplify leadership
- ✓ DO allow group to succeed AND fail to learn from their mistakes!
- ✓ DO advise group decision-making and provide consistency
- ✓ DO provide continuity and structure to organization
- ✓ DO trust yourself and the group
- ✓ DO have a sense of humor and have FUN with the students!

- ❖ DON'T control the group/organization
- ❖ DON'T hold veto power over decision
- ❖ DON'T pretend to "know it all"
- ❖ DON'T be the sole recruiter/marketer
- ❖ DON'T break promises
- ❖ DON'T manipulate the organization toward your own goals





# Rewards of being an advisor

There are many rewards of being an advisor, and one of the most gratifying is being able to observe the development of students during their time in college. You may have the opportunity to work with many students during their first year and it is rewarding to watch them move from membership to leadership, or from being reserved to fully participating.



# Questions?

I hope that the information was useful. Please feel free to contact me if you have any questions.

Robert Crossley

ASO Advisor

Director Student Activities

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