QUICK TIPS

In order for organizations to register with Fort Hays State University, it must have an advisor who is a member of the faculty or staff of the University.

ADVISING IS AN INDIVIDUAL EXPERIENCE.
THE ADVISOR GETS BACK WHAT HE/SHE PUTS IN!

There are many **benefits** associated with becoming an advisor to a student group. Here are some:

- Satisfaction of seeing and helping students learn and develop new skills
- Watching a disparate group come together to share common interests and work toward common goals and an understanding of differences
- Developing a personal relationship with students
- Furthering personal goals or interests (by choosing a group that reflects one's interests)
- Sharing one's knowledge with others

TIGER BITS is a publication of the Center for Student Involvement. Copies available in the CSI, LL 014, FHSU Memorial Union, Fort Hays State University 628-4664.

Center for Student Involvement
Fort Hays State University

CSI staff offer programs and consultation in these and other areas of personal and organizational leadership.

Information adapted from the Student Organization and Leadership Development Center at The University of Kansas

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TIGER BITS

Tips on Leadership Development for GROUPS

ADVISING GROUPS

ADVISING RESPONSIBILITIES

All approved and recognized organizations at Fort Hays State University must maintain a faculty or staff sponsor. For a club or organization to be successful, a sponsor must be active and knowledgeable in the events of the group.

Below you will find a listing of some tips, hints, or recommendations. These suggestions are designed to assist you, the advisor, in successfully supervising your club or organization. Also included are some expectations that must be met in order to comply with the policies of Fort Hays State University.

Assist the student organization in identifying its goals and help the officers and members clarify their areas of responsibility.

Participate in all major organizational planning.

Attend all meetings and all sponsored activities of the organization in order to be informed and available for assistance and direction.

Assure organizational officers keep accurate and consistent records and that approved methods for handling organizational finances are followed.

Observe student performance of assigned duties and stimulate effective student participation.

Participate in all levels of planning of events being sponsored by the organization. No event will be approved by the Center for Student Involvement or Office of Student Affairs without signature of approval from the organizational sponsor.

Be acquainted with the organizations eligibility policy, if such a policy exists, and enforce this policy. The advisor should be sensitive to academic performance of the members and officers of the organization.

Be acquainted with Fort Hays State University's values and standards as presented in the Student Handbook and enforce them in all organizational activities both on and off campus.

Provide information concerning the sponsored organization when requested by either the Center for Student Involvement, Office of Student Affairs or another appropriate University official or department.

Be available as a counselor to organization members to assist them with personal problems and decisions as well as with those related to the organization. Encourage new perspective and directions to the group and introduce new program ideas.

Encourage that the organization's activities justify the expenditure of student's time, abilities, energy and dues.

DO'S AND DON'TS OF ADVISING: A SHORT LIST DEVELOPED BY STUDENTS

DO	**DON'T**
Allow group to succeed	Control the group
Allow group to fail	Manipulate the group
Know your limits	Miss group meetings or functions
Know group's limits	Take ownership for the group
Be visible	Close communications
Be consistent with your actions	Be afraid to let group try new ideas
Teach leadership	Know it all
Keep your sense of humor	Take everything so seriously