

## STUDENT ORGANIZATION ADVISOR RESOURCES

Volume 1 Issue 4: 6/18/15

### Dear Cal State L.A. Student Organization Advisors,

On behalf of the Center for Student Involvement, I want to extend my gratitude to you for all the support you have provided student organization leaders and members this academic year thus far. Because of your continued guidance and advisement, 1,100 events were put on by student organizations this year alone as evidenced by the Event Registration Forms CSI received! Undoubtedly, these campus community building events would not have been made possible without your input, support, and advice.



As we look at the contributions organizations have made to Cal State LA, this issue of SOAR is also designed to help advisors maintain their practice over the summer and prepare for the upcoming academic year. In this issue you'll find:

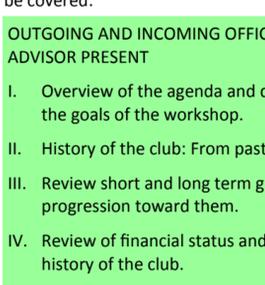
- **Recognition Requirements:** all of the necessary details required for your organization to maintain its recognition
- **Advice for Advisors:** tips and topics for how to advise your group
- **Community Connections:** available opportunities or events for you and your student leaders
- **Practices and Procedures:** navigation tools for how to operate within University guidelines
- **Organizational Development Resources:** available CSI programs and resources designed for organization and student leadership development

As always, please know that you can contact CSI for any questions you might encounter as student organization advisor. We're just as committed to the success of your group as we are to your success as an advisor. When advisors soar, their groups soar with them! Should you have any questions please feel free to contact me at 323-343-5112 or at [fayran@cslanet.calstatela.edu](mailto:fayran@cslanet.calstatela.edu).

Sincerely,  
**Frangelo Ayran, M.A. Ed.**  
 Assistant Director for Student Development  
 Center for Student Involvement  
 University-Student Union

### ADVICE FOR ADVISORS

#### 3 TIPS FOR TRANSITIONING YOUR STUDENT ORGANIZATION



Whether your group has officially transitioned its officers or not, it's never too early to start planning for this important step in organizational development. The summer quarter is a great time for officers and advisors alike to plan and implement the transition of officers in preparation for the upcoming academic year. Here are a few tips you and your officers can follow to help ensure your organization starts 2015-2016 as organized and ready as possible.

##### Tip #1: Hold an Officer Transition Retreat or Meeting.

This meeting or retreat does not necessarily need to last too long and can ultimately assist your incoming officers with understanding their new roles and responsibilities as explained and shared by their predecessors. It can also be an opportunity for advisors to review previous working expectations and set new ones with the new board. Ideally, all outgoing officers and new incoming officers are present at this meeting/retreat. Here's a sample agenda of what can be covered:

OUTGOING AND INCOMING OFFICERS AND ADVISOR PRESENT	OUTGOING OFFICERS LEAVE. INCOMING OFFICERS AND ADVISOR CONTINUE.
I. Overview of the agenda and discussion of the goals of the workshop.	I. Discussion over the role of the advisor in the club
II. History of the club: From past to present.	II. Discuss goals of the club for the coming year. Be sure to review long term goals established by past administrations.
III. Review short and long term goals, and progression toward them.	III. Discuss ideas for internal club development.
IV. Review of financial status and accounting history of the club.	IV. Discuss ideas for external club programs (i.e. events and activities).
V. External review: Overview of past year's programs, events and activities. Successes; Areas for improvement; Advice for the future	V. Discuss budget for following year (pending ASI proposals, if applicable).
VI. Internal review: Overview of internal club affairs : Successes with membership participation/development: Areas of difficulty/Areas for improvement; Advice for the future	VI. Establish dates for follow through.
	VII. Discuss possible appointments of committee leadership.

##### Tip #2: Create a Transition Binder for Each Officer.

If you and your officers can't find a time to meet to transition, creating a transition binder can be an easy alternative. This project should start not at the end of one's position tenure, but should actually be one of the first actions a new board tackles in order to assure proper transition of future boards to come. If you don't have one yet, not to worry. Start this summer with the following suggested contents:

- Organization history
- Organizational chart
- Constitution and By-laws
- Executive board/Officer position descriptions
- Reports on past and continuing projects
- Purpose and Goals
- Goal Setting
- "What I Wish I Had Known" Sheet
- Copy of the budget
- Previous event files and forms
- Rosters and frequently used numbers/e-mail
- Website/Social Media Account Information
- Student Organization Handbook
- Leadership resources and handouts
- Achievements and areas for improvement
- Advisor expectations

##### Tip #3: Start with Goal Setting.

The last two tips take time and effort on everyone's part. Sometimes advisors and officers alike can barely find the time to meet yet alone create informative binders. While they serve as ideals to strive for, if the most you and your group can do is meet virtually online through email over the summer, not to worry! Even that can be used to transition. Essentially a successful board is one that can identify its goals for the future to serve as their action plan for the quarters to come. Through actual or virtual meetings you and your members can start to outline these goals and through them determine the next courses of action to take either during the summer break or at the start of the fall quarter. Understanding your organization's goals, both past and present, can be the determining factor when it comes to transitioning. Having and gaining new insight on the group achievements and objectives can help new officers plan for next year as they outline their goals for the organization.

Each officer can have their own specific goals to accomplish within their position while simultaneously contributing to the collective group's. They can each plan for both annual long term goals and quarterly short term goals. By simply answering these prompts below your organization can begin the process of outlining its goals these new officers want to accomplish next year:

OFFICER GOALS:	GROUP GOALS:
• What do I need to/ want to accomplish this academic year within the responsibilities of my position?	• What goals do we as an organization want to accomplish this academic year?
• What goals does my position need to accomplish each quarter?	• Are there any continuing goals we need to address from last year?
• How will I know I've succeeded in accomplishing these goals?	• What do we want to accomplish each quarter as an organization? Who is responsible?
	• How will we know we've succeeded in these goals?

Whether your organization starts this summer or in the fall, know that transitioning information between officers is a constant practice that takes time and effort. If you haven't already thought about installing official transition programs or exercises from year to year, it's never too early nor too late to start. Hopefully these tips will get your group to a point where it can successfully transition its new officers and members. Good Luck!

### RECOGNITION REQUIREMENTS

#### 2015-2016 ORGANIZATIONAL DEVELOPMENT MEETINGS

In order to maintain or gain recognition, student organizations must send at least one representative to one of the following Organizational Development Meetings held each quarter in the University-Student Union Los Angeles Room, 3rd Floor. CSI encourages you to have your officers set these dates in their calendars in order to meet this recognition requirement:

##### Fall Quarter

Thursday, September 8, 2015 at 5pm or Friday, September 16, 2015 at 2pm

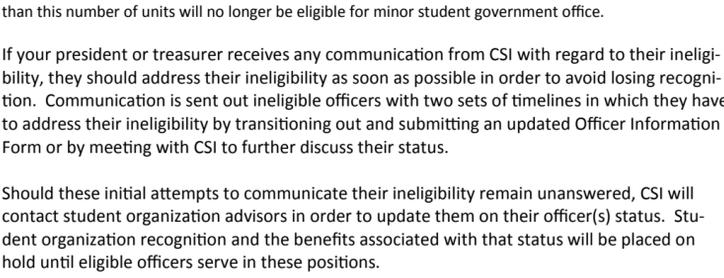
##### Winter Quarter

Thursday, January 14, 2016 at 5pm or Friday, January 22, 2016 at 2pm

##### Spring Quarter:

Friday, April 22, 2016 at 2pm or Thursday, April 28, 2016 at 5pm

*Please note that these dates are subject to change. More information will be provided at the start of the academic year. Check-in starts 30 minutes prior to each meeting's start time and will end once the meeting has begun. CSI encourages student organizations to send new representatives to attend this meeting.*



### PRESIDENT AND TREASURER ELIGIBILITY

The Center for Student Involvement, in compliance with the California State University Chancellor's Executive Order 1068, conducts quarterly student organization officer eligibility reviews to ensure Cal State L.A. student organization presidents and treasurers meet the following eligibility requirements:

#### Minimum Academic Qualifications

Students must be matriculated and enrolled at a CSU campus and maintain a minimum overall 2.0 grade point average each term. The student must be in good standing and must not be on probation of any kind. (Graduate students at Cal State L.A. are required to maintain a 3.0 grade point average to be considered in good standing.)

#### Incumbent Unit Load

This requires undergraduate students to earn six semester (nine quarter) units per term while holding office. Graduate and credential students must earn three semester (four quarter) units per term while holding office. Students enrolled at quarter campuses must attend a minimum of two quarters during the academic year to maintain eligibility.

#### Incumbent Maximum Allowable Units

Undergraduate students are allowed to earn a maximum of 150 semester (225 quarter) units or 125 percent of the units required for a specific baccalaureate degree objective, whichever is greater. Graduate and credential students are allowed to earn a maximum of 50 semester (75 quarter) units or 167 percent of the units required for the graduate or credential objective, whichever is greater. Students holding more than this number of units will no longer be eligible for minor student government office.

If your president or treasurer receives any communication from CSI with regard to their ineligibility, they should address their ineligibility as soon as possible in order to avoid losing recognition. Communication is sent out by transitioning officers with two sets of timelines in which they have to address their ineligibility by notifying out and submitting an updated Officer Information Form or by meeting with CSI to further discuss their status.

Should these initial attempts to communicate their ineligibility remain unanswered, CSI will contact student organization advisors in order to update them on their officer(s) status. Student organization recognition and the benefits associated with that status will be placed on hold until eligible officers serve in these positions.

Ultimately, these requirements are designed to keep students focused on their academic success and to allow for the transition of new leadership from continuing students who meet them. We regularly inform student organizations of these requirements at the Organizational Development Meeting to allow for officers to self-select and transition out in the event they fail

### OFFICER INFORMATION FORMS

The 2014-2015 Officer Information Form you and your organization's officers filled out and submitted to CSI is good for the remainder of the summer quarter. Should your group intend to hold events over the summer or hold meeting on campus, CSI will reference all officers listed on the submitted form.

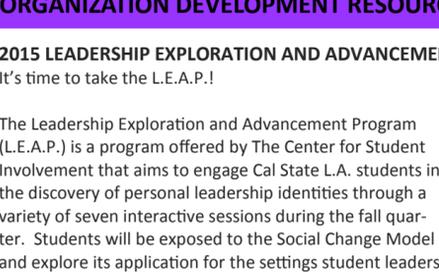
If your officers have transitioned out or graduated, the new officers should complete a new Officer Information Form in order to make use of their recognition benefits. Updated officers will be added to CSI's distribution list so any information disseminated will be sent out to your organization over the summer. To make it easy, only updated officers need to submit their information and signatures. Officers and advisors who will continue their position during the summer quarter do not need to re-submit their information/signatures on the updated form. The Officer Information Form can be found [online here](#).

The 2015-2016 Officer Information Form will be available at the start of the fall quarter. All organizations seeking to maintain their recognition for the next academic year are required to submit this form at least once a year.

### PRACTICES AND PROCEDURES

#### REMEMBER TO REGISTER YOUR SUMMER EVENTS

All student organization events and activities taking place over the summer quarter both on and off campus should be registered with the Event Registration Form and submitted to CSI at least 10 business days in advance prior to your event date. The form can be found [online here](#).



Your organization can also start to plan its fall quarter events by registering events over the summer. Please note, however, that you will still need to maintain recognition for the next academic year in order to hold your event(s) and that the Information & Event Services, located on the first floor of the U-SU, won't be able to make your union and on campus reservations until 8 weeks prior to the fall quarter.

For more information on the Event Registration Form please contact CSI at 323-343-5110.

### COMMUNITY CONNECTIONS

#### 2014-2015 STUDENT LEADER AWARDS WINNERS

On May 21st, Cal State L.A. student leaders along with university administrators including President Covino celebrated the annual Student Leader Awards which recognized the many activities, events, and contributions of student organizations, members and advisors.

CSI presented certificates of completion to students who completed leadership programs and also awarded the following student organization awards:

##### Outstanding Student Organization Officer

Tammy Barreras, President  
 Association of Student Social Workers

##### Outstanding Academic Program

Tau Eta Chapter of Phi Alpha Honor Society for Social Work

##### Outstanding Contribution to Social Justice

Students United to Reach Goals in Education

##### Outstanding Community Service and Philanthropic Contributions

Association of Student Social Workers

##### Outstanding Student Organization Advisor

Marisa Marcarello  
 Student Health Advisory Committee

##### New Student Organization of the Year

Student Health Advisory Committee

##### Student Organization of the Year

Association of Student Social Workers



Congratulations to all award nominees and recipients!

### ORGANIZATION DEVELOPMENT RESOURCES

#### 2015 LEADERSHIP EXPLORATION AND ADVANCEMENT PROGRAM (L.E.A.P.)

It's time to take the L.E.A.P.!

The Leadership Exploration and Advancement Program (L.E.A.P.) is a program offered by The Center for Student Involvement that aims to engage Cal State L.A. students in the discovery of personal leadership identities through a variety of seven interactive sessions during the fall quarter. Students will be exposed to the Social Change Model and explore its application for the settings student leaders will encounter; the classroom, clubs and organizations, the workplace, and the larger community.

Participants of the program will have the exciting opportunity to be involved with thought-provoking discussions, cooperative activities, and out-of-the-classroom activities and experiences. Taking the L.E.A.P. will require a commitment to attend and actively participate in all scheduled sessions.

Applications are available [online here](#) and are due to the Center for Student Involvement, no later than Monday, October 5th at 5pm. If you have any questions about L.E.A.P. please feel free to call the Center at 323-343-5110. Thank you for your interest in this dynamic leadership series!

