Resource Guide for
Registered Student Organization (RSO) Advisors
2017-2018
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IMPORTANT CONTACT INFORMATION LIST
Dear RSO Advisor,

First and foremost, thank you for being a registered student organization (RSO) advisor! We understand it is added responsibility, time, and capacity for you, and thus we thank you wholeheartedly for your positive contributions to the RSO(s) to whom you advise. You play an integral part of involvement here at Colorado State University (CSU) by helping create a more engaged and active campus community. We in the Student Leadership, Involvement, and Community Engagement (SLiCE) office consider advisors as value-added to the near 500 RSOs. Considering there are hundreds of RSOs at CSU – we wholeheartedly value additional support; your partnership is instrumental!

An RSO advisor’s primary role is to assist the development of CSU students. Yet, being an advisor to a student organization can be both a very fulfilling, educational, and rewarding experience for you and students.

Secondly, we recognize some of you have been advisors for decades, while others are new to the position. Considering the breadth and depth of experience, knowledge, and skills you all possess, we wanted to bring to you a newly updated and reworked RSO Advisor Handbook to be a valuable resource to both seasoned and novice advisors. In this handbook, you will find a great deal of information we believe advisors will find useful in helping you to understand the importance of your position, how you can work with your student organization, and the larger CSU community. This RSO Advisor Handbook is to complement The RSO Handbook, which entails more information about University policies, procedures, and opportunities both impacting and benefiting RSOs. Meanwhile, the RSO Advisor Handbook focuses on advising best practices, rather than RSO operations. The University’s expectations and requirements (i.e. Campus Security Authorities) for advisors are found here, as well, along with other valuable resources and information directly impacting and benefiting RSO advisors.

Finally, we ask you that read through this handbook to familiarize yourself with the subsequent topics. Please do not hesitate to reach out to SLiCE, particularly the Program Coordinator of Involvement – who directly manages and supports RSOs, to receive any clarity for the handbook’s contents, or seek out guidance for the variety of experiences you may encounter throughout the academic year with the RSOs you advise.

Thank you for your commitment to serve as an RSO Advisor, best of luck this academic year!

Take care,

Sarah

Sarah Stephens
SLiCE’s Program Coordinator of Involvement
While the RSO Advisor Handbook is intended to be a summary of certain matters of interest to registered student organizations (RSOs), its readers should be aware:

1. It is not a complete statement of all procedures, rules, and regulations of CSU.
2. The University reserves the right to change without notice any procedure, policy, and/or program appearing in the RSO Advisor Handbook.
3. University divisions, departments, and offices may have their own procedures and policies applying to student organizations, not listed in the RSO Advisor Handbook.

**Mission:** Maximize student potential through high quality, innovative programs and services.

**Vision:** Transform students to transform the world.

**Values:** Creating Community * Growth and Development * Integrity * Social Justice * We Love What We Do!

To Contact SLiCE
970-491-1682
Lory Student Center, Room 210
Campus Delivery 8033
Fort Collins, CO 80523

SLiCE Website: slice.colostate.edu
SLiCE’s RSO-Specific Website: rso.colostate.edu
RamLink: ramlink.colostate.edu
Advisor Resources: http://lsc.colostate.edu/slice/student-involvement/advising-resources/
**SLiCE Professional Staff + Team Support**

**Director of SLiCE - Pam Norris**

**Co-Curricular Leadership**
Bruce Mann, Assistant Director of Co-Curricular Leadership  
Dexter Artienda, Program Coordinator of Co-Curricular Leadership

**Curricular Leadership – President’s Leadership Program**
Stephanie “Mo” Moreira, Assistant Director of Curricular Leadership  
Jess Dyrdahl, Program Coordinator for Leadership Development

**Involvement + Marketing**
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**Community Engagement**
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**Accounting + Administrative Staff**
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Lea Martin, Accountant Tech – lea.martin@colostate.edu  
SLiCE Accounting Team – SLiCE_Accounting@colostate.edu

* The Program Coordinator of Involvement oversees RSO operations with the RSO Team (currently 4 student organization student coordinators). The RSO Team is knowledgeable about RSO registration, RamLink, and various CSU policies and procedures impacting RSOs, as well as other campus resources and opportunities benefiting RSOs. This staff directly supports RSOs in other ways, including offering free events and leadership development opportunities, and informal advisement to answer countless questions from RSOs.

** There are 2 professional accountants in SLiCE who oversee the Front Desk Coordinators and Accounting Team Student Coordinators. If questions arise about financial management/forms, PCard training, and/or Student Organization Financial Accounts (SOFAs), they can be directed to this staff. If you are unsure if your RSO has a SOFA already, you do not know what the SOFA # is, or you want to learn of the current balance in the SOFA, email the SLiCE Accounting Team. Be prepared to share your RSO’s full name, not any acronyms, and realize you must be listed on RamLink as an advisor to do so.
The RSO Handbook is Your Friend!

Formerly known as “The SOURCE”, The RSO Handbook is an expansive guide providing RSOs with information needed to properly and successfully function at the University and in the local community. It serves as the many details to the topics referenced in the Online Officer Orientation (another great resource for advisors). We recommend downloading a new version at the start of each semester; by the first day of each semester it is republished.

The following topics are covered in The RSO Handbook, which we believe will be of most interest to RSO Advisors:

- **Overview of SLiCE Programs**
- **Overview of Registered Student Organizations**
  - RSO Events, Programs, Resources and Support
  - Student Organization Center (LSC 141)
- **Annual Registration Process**
  - Benefits of Recognition
  - Online Officer Orientation + Quiz, Constitution, RamLink Registration
- **RSO Programming + Event Considerations, Resources, and Policies**
  - RamLink Event Form
  - Reservations of CSU Spaces (Campus Recreation, Classroom Spaces, Facilities Management, Lory Student Center [LSC] Catering, LSC Event Planning Services)
- **Risk Management** –
  - Insurance – On-Campus Event Insurance, General Liability Insurance, Worker’s Compensation
  - RSO Liability Release Form + High-Risk Procedures (includes examples of high-risk activities)
- **Important Policies and Procedures**
  - Campus Security Authorities (CSA)
  - Colorado State University Student Conduct Code (related to RSOs)
  - Hazing Prevention Resources
  - Protection of Minors Policy
  - University Alcohol and Drug Policy
  - Freedom of Speech and Peaceful Assembly Policy
- **Publicity Resources and Marketing**
  - Building-Specific and University-Wide options and policies
  - Graphic Standards and Club Materials
- **Financial Management + Contracts + Student Travel**
  - Student Organization Financial Accounts (SOFAs) + Off-Campus Accounts
  - The Dos and Don’ts of Departmental Funding and SOFAs
  - General Travel Policies and Procedures
- **Grants + Fundraising Opportunities**
  - On-Campus Grants, On-Campus Fundraisers, + Off-Campus Fundraisers
  - Donations, Crowdfunding, + Sponsorships

Considering we direct RSO officers and members to The RSO Handbook for all of these topics (and more), we suggest advisors reference The RSO Handbook for the fine details about these topics as well. Also, by referencing The RSO Handbook, advisors can become familiar with the way student officers are learning of the information. For the most updated version of the RSO Handbook, visit rso.colostate.edu and scroll down and click on “RSO Handbook.”
Advisor Appreciation + Training: Whether in the form of advisor luncheons, workshops, and/or simple appreciation gestures like thank you/goodie bags, RSO advisors receive a variety of passive and active resources, support, and communications throughout the year.

Advisor Luncheons: are offered twice each semester, to better accommodate people’s schedules within a given week. Considering the difference of season, the fall and spring luncheons cover different topics. Advisors who attend enjoy a free lunch; receive helpful advisor resources; refresh their awareness of certain University policies, procedures, and opportunities; and meet other advisors and SLiCE staff in the process to make their year advising even more successful and collaborative. In the past, these luncheons have covered: (1) an overview of SLiCE resources and supporting personnel for RSOs; (2) advising best practices; (3) pertinent policies and procedures; (4) funding resources; and (5) registration and recognition reminders. RSVPs for the luncheons are sent out 1 month before the event.

Advisor Support: As of the 2017-2018 academic year, SLiCE is amplifying its resources and support for RSO advisors. With this increased attention, some new resources and opportunities will arise this year – including the newly revised RSO Advisor Handbook, monthly RSO Advisor Newsletters, the Spring Advisor Luncheon, and finally, RSO Advisor Workshops occurring periodically throughout the year. These many forms of communication and training focus on educating, reminding, and appreciating advisors. For the most current information, visit http://lsc.colostate.edu/slice/student-involvement/advising-resources/. To brainstorm, seek advice, or gain more clarity about anything related to RSOs as an advisor, consider contacting SLiCE’s Program Coordinator of Involvement, Sarah Stephens, at sarah.stephens@colostate.edu to find a time to connect.

CSU Student Leadership Awards: is a large and semi-formal awards celebration coordinated to honor individuals and RSOs that have impacted the CSU and Fort Collins communities through formal and informal experiences of student leadership, campus involvement, and community engagement. This event is bigger than student organizations, as 400+ students, advisors, and facilitators of all of SLiCE programs and RSOs attend each year. During this spirited event, SLiCE presents awards, recognizes a variety of SLiCE programs and people, RSOs perform, and free food and giveaways are enjoyed!

SAVE THE DATE: CSU Student Leadership Awards
Wednesday April 25, 2018 | 6:00PM – 8:00PM | LSC Grand Ballroom

In February, RSOs will receive notice that they may begin nominating their own student organizations, and their officers, members, advisors, and programs for our 11 RSO Awards distributed at the event. It may only take a few minutes of your time to nominate, but the feeling of being recognized and appreciated likely has a much longer impact for individuals. Consider recognizing in this formal way, and the organization you advise and its people may receive an award at the CSU Student Leadership Awards! Keep these topics in mind, as these are likely the award topics for this year:

- **Organization-Based:** Outstanding New Organization, Outstanding Organization of the Year
- **Programming-Based:** Outstanding Community Service Program of the Year, Outstanding Cultural Program of the Year, Outstanding Educational Program of the Year, Outstanding New Program of the Year, Outstanding Social Program of the Year
- **People-Based:** Outstanding Emerging Leader of the Year (first-year officer), Outstanding New Member of the Year, Outstanding Officer of the Year (any officer)

For more information, visit: http://lsc.colostate.edu/slice/student-involvement/leadership-awards/

RSO Newsletter: is an electronic newsletter sent every 2 weeks to RSO officers and RSO advisors. This newsletter intends to share information about upcoming opportunities, University policy/procedure changes
relevant to RSOs, helpful tips for navigating RSO-related resources, etc. RSO officers and advisors should briefly read through the newsletter as it will keep them informed of updates, announcements, and changes that could benefit their RSO, if known.

- **RSO (Advisor) Newsletter**: is new as of the 2017-2018 academic year. This electronic newsletter is specific for advisors of RSOs, and it is intended to answer general questions advisors typically have about RSOs, present new information from various studies, campus feedback, best practices, and student development theories pertaining to student involvement and student organizations, as well as keep advisors informed of anything new they should be emphasizing with students. Sometimes advisors receive the RSO Newsletter that student officers and sometimes members receive that newsletter, too, but from November through May though, advisors will receive a separate monthly newsletter directed to them, rather than students.

**RSO Workshops**: occur monthly (November – April) and cover a range of topics relevant to RSOs and aimed to enhance leadership skills and campus/community knowledge to be even more successful student organizations. These workshops are facilitated by SLiCE staff and other University professionals. Topics can include:

- Branding, marketing, and design
- Career development through RSO participation
- Conflict resolution and leading friends
- Courageous conversations and feedback
- Event planning and marketing
- Facilitation, teambuilding, and retreat development
- Financial management, literacy, and budgets
- Healthy organizations, traditions, and belonging
- Membership recruitment, motivation, and recognition
- RamLink 101

If you have any ideas about a workshop, please share with SLiCE's Program Coordinator of Involvement, Sarah Stephens, at sarah.stephens@colostate.edu. SLiCE is always looking for new ideas for future workshop topics!

**There are 2 different series for the RSO Workshops**:  
- **Officer Series**: for officers and members, each RSO workshop will be offered twice within a one month span. Typically two workshops topics will be offered each month, as well.
- **Advisor Series**: for advisors, these workshops may coincide with the Advisor Luncheons, and may be featured a various on-campus professional development workshops and conferences.

To learn of which RSO Workshops are available for any current or upcoming month, read the RSO Newsletter, reference RamLink Events, and visit: [http://lsc.colostate.edu/slice/student-involvement/retreats/](http://lsc.colostate.edu/slice/student-involvement/retreats/)

**Student Organization Center (SOC) Open Houses**: occur at least once a semester and are intended to bring RSO members, officers, and advisors into the SOC in a more formalized way to orient people to the space that is theirs. Open houses have free food and giveaways, and offer trainings to educate about RSO resources and familiarize people to the SOC, its materials, and equipment. Each open house provides the opportunity to connect with the RSO Team and other RSOs as well. Open houses are worth a quick stop by to learn of the physical space housing countless resources to help RSOs succeed. To learn more, read the RSO Newsletter, reference RamLink Events, and refer to: [http://lsc.colostate.edu/slice/student-involvement/student-organization-center/](http://lsc.colostate.edu/slice/student-involvement/student-organization-center/)

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**Introduction to Registered Student Organizations**

**Student Organizations** (noun) help students enrich their student experience, create a diverse community, and encourage involvement where students build valuable skills. Students can meet people both similar and different to them, gain and improve leadership skills, and experientially explore aspects related to their studies, interests, and identities.

**Annual Registration and Recognition**: Student organizations annually register through SLiCE to be officially recognized by the University and to receive a variety of resources, knowledge, benefits, and support each
academic year. Registration is required so SLiCE may learn if organizations are still active or not, as well as learn of whom is leading the organization for the current year. Additionally, registration is required for student officers to be equipped with basic skills and knowledge to lead their organizations more successfully.

SEPTEMBER 30th* (EACH YEAR)
The REGISTRATION DEADLINE for EXISTING RSOs to MAINTAIN RECOGNITION with SLiCE.
REGISTRATION is an ANNUAL PROCESS.

*February 28 is another deadline for some RSOs recognized by the Fraternity and Sorority Life (FSL) office for the calendar year. If unsure if your FSL-based RSO has a fall registration deadline of September 30 or a spring registration deadline of February 28, refer to FSL’s website: https://fsl.colostate.edu/about/recognized-chapters/

Benefits of Registration: There are numerous privileges granted to RSOs, including but not limited to:

- Access to informal advising from SLICE through scheduled meetings and drop-in services
- Discounted advertising in the Collegian, Poster Run, and LSC marketing options
- Enjoy the perks of RamLink, the online portal for students enables RSOs to promote events, collectively track membership and message members, and access other resources for their organization
- Free use of the LSC Flea Market through Campus Activities
- Increased awareness of leadership/involvement/community engagement resources and opportunities
- Mostly free use of University meeting rooms and facilities (certain areas may have rental fees)
- Opportunity to participate in free RSO-specific retreats and leadership workshops
- Opportunity to utilize a SOFA – an on-campus account through SLiCE where RSOs can receive CSU grant money, and deposit dues and other utilize funds
- Opportunity to use the Student Organization Center

Minimum Standards of Recognition to be an RSO
The University recognizes student organizations to provide services, resources, and facilities; to fairly, effectively, and equitably allocate university resources; and to assist in the coordination of activities. Unrecognized organizations not registering with SLiCE are limited in their access to the services and resources of the University. New organizations can register up to the last Friday of Finals week in the spring. To ensure a smooth registration and avoid a lapse in recognition year-to-year, we urge existing organizations to completely register by the September 30 deadline.

Student organizations desiring official recognition must meet the following minimum standards:

1. Have a clearly stated lawful purpose, which must be part of a constitution.
2. Have a minimum of 4 CSU student members.
3. The majority (at least 51%) of the members must be CSU students.
4. Be open to all CSU students with the right to vote and hold office (within the organization).
5. Have a minimum of 2 officers. The same person cannot be the President and Financial Officer. Officers must be fee-paying CSU students, maintaining a minimum 2.25 cumulative GPA during elections and while in office.
   - GPAs lower than 2.25 will be identified through partnership with the Registrar’s Office or student officers who reach out to the Program Coordinator of Involvement. If a student officer’s GPA does not meet the criteria, they may receive contact from the Program Coordinator of Involvement to discuss ways the officer can prioritize academics while remaining a student officer. These officers will be contacted with their club advisors cc’d through email requesting a series of action plan meeting.
6. Each organization must have an advisor who is a CSU-employed Faculty, Administrative Professional, State Classified staff member, or CSU graduate student. Graduate students may serve as advisors with permission from their academic advisors. (Advisors are not members, though RamLink recognizes them as such).
7. **Comply with all University policies and regulations** pertaining to student organizations and be in “good standing” with the University, as seen through the Student Resolution Center.

8. **Student organizations cannot be for-profit businesses.** If affiliated with a national organization (may not be a for-profit entity), a letter of affiliation must be submitted to SLiCE. The affiliate may not be a for-profit entity. A copy of 501(c)(3) status may be requested at the time of registration. The letter of affiliation must be sent to SLiCE_studentorgs@colostate.edu when registering. Additionally, RSOs cannot sell items more than 2 times/semester and cannot invoice anyone, otherwise the RSO is acting as a vendor and a for-profit business.

**Current RSO Categories**

During the annual registration process, student organizations are to choose only ONE category best representing their organization. To not oversaturate the category search, we only ask for one—though, at times, deciding between categories can be difficult for some organizations. Nonetheless, please realize student leaders choose their categories, not SLiCE. However, if student organizations choose more than one category, SLiCE will make an executive decision to eliminate one category – by keeping the category seemingly best aligning with the student organization’s mission and/or summary. The categories include:

- **Academic (Pre-Professional):** centers within an academic college, department or program; provides an opportunity to explore major(s) in a more pre-professional context (i.e. First Generation Scholars, oSTEM, Pottery Guild, Student Occupational Association).

- **Competitive Sport Club (recognized by Campus Recreation):** involves regularly-scheduled competition in a sport with regional or national affiliation, a schedule of league play, may culminate in a regional or national tournament, and are indicated approved by Campus Recreation as such (i.e. Alpine Ski Team, Colorado State Rock Climbing Team, Swimming Club at CSU).

- **Diversity/International:** promotes either a diverse perspective or a specific culture and gathers to provide support for involved students (i.e. CSU Brain Injury Community, Council of International Student Affairs, Student Veterans Organization, United Women of Color).

- **Fraternity and Sorority Life (FSL) Community:** fosters scholarship, leadership, service, and social development. Must be affiliated with the Panhellenic Association, Interfraternity Council, National Pan-Hellenic Council, or Multicultural Greek Council (i.e. Delta Delta Delta, Omega Psi Phi, Sigma Lambda Beta International Fraternity Incorporated, Theta Chi).

- **Honorary:** recognizes outstanding academic achievement and/or outstanding leadership (i.e. Mortar Board, National Residence Hall Honorary, Order of Omega, Pinnacle Honor Society).

- **Political:** supports or opposes any political party; a ballot measure or a drive to put an issue on the ballot; or a candidate or group of candidates formally running in an election for county, state, local, national and/or campus office (i.e. College Republicans at CSU, Students for Reproductive Justice).

- **Programming/Service:** provides learning opportunities to the campus community through a wide array of programs addressing specific topics, issues, and concerns (i.e. Active Minds, Campus Feminist Alliance, Climate Reality Project Campus Corps, Collegiate 4-H at CSU, Mindful Source, Silver Wings Columbine Chapter).

- **Religious/Spiritual:** involves worship, devotion, prayer, meditation, or study of religious concepts; or requires membership affiliation or shared beliefs with a group generally recognized as a religion, or to further or oppose a religious ideology (i.e. CSU Hillel, Multi-Faith and Belief Student Council, Zen Club).

- **Representative:** involves governing, overseeing, coordinating and/or representing other entities, student groups and/or individuals (i.e. college and FSL councils, hall councils, governing boards).

- **Social/Recreational:** promotes social interactions and/or offers recreational athletic fun (i.e. Capoeira at CSU, English Riding Club, The RAMblings, SheJumps CSU, Special Olympics College at CSU).
Introduction to Serving as an RSO Advisor

What Students Hear
Often times, student officers ask SLiCE about what is required of their organization advisors – because a potential or current advisor is asking. Other times, student officers want to better conceptualize what the role is, in relation to their student leader role. This is what we share:

- **When finding an advisor:** “If you are needing an advisor to become an RSO or are seeking a change in an advisor, consider the following. Some organizations find an advisor through personal connections with a faculty/staff member, while others find an advisor who has a particular interest in the RSO’s mission/activities. There is not a list of people who want to be advisors, but the RSO Team can help you brainstorm possibilities for finding a future advisor. The advisor you find should be able to (at the very least) meet with the executive board a minimum of 1 time per semester, meet with the general membership a minimum of 1 time per semester, and attend at least 1 organization event per semester. However, we would recommend someone who can attend executive board meetings regularly, and increase participation elsewhere, too.”
  - For more information, we direct them to the online RSO Advisor Resources found here: [http://lsc.colostate.edu/slice/student-involvement/advising-resources/](http://lsc.colostate.edu/slice/student-involvement/advising-resources/)
- **Advisors must be:** a CSU-employed faculty or staff member, or graduate student who has receive approval from their academic advisor to serve in an RSO advisor role. They must show up in the CSU directory.
- **Working with, benefitting from, and removing an advisor:** “Advisors are considered value-added. They do not have a vote, as they are not a member. But, their advice on leadership and campus operations/policies/procedures should be considered. RSOs are student-led, and thus, as student officers you may take or leave the advice. Yet, seeking mentorship in club advisors is encouraged and recommended, therefore finding a campus advisor who aligns with your club’s values and is interested in helping you succeed – is ideal. Advisors may be removed from an organization if club leadership (or membership) wishes to go in another direction. Yet, we ask student officers to sensitively and mindfully handle the removal of an advisor – while they work to find another advisor to meet SLiCE’s requirements.”

What We Also Want You to Know

- **Accept your RamLink Invitation:** The president, financial officer, and advisor must accept their invitation to join the RamLink page of the RSO they represent. Either through email or found on the “Manage” side of RamLink (see RamLink 101 below), they must accept the invitation and be sure the box with “Show Membership on Public Roster” is checked. These three positions must be visibly seen on RamLink because of the high need for names and contact information for these three positions to be publicly seen by CSU departments (Registrar’s Office, Event Planning Services, Facilities Mgmt., Admissions, SLiCE, etc.) for their processes involving RSOs.
- **If you take Sabbatical:** where you have elected to not fulfill any campus duties while away, we ask you to notify the RSO(s) you advise, and try to help them find another advisor in the meantime, who may stand-in temporarily or stays on as a second advisor.

All Things Advising: Benefits, Challenges, Roles, Skills, and Theories

Benefits + Challenges of Being an Advisor

- **BENEFITS**
  - Being a reference for a student you have advised
  - Be recognized by the institution, organization, and students for a job well done
  - Enjoy witnessing students reach their potential and move beyond it

Advise (ad viz’) [verb: -vised, -vising, -vises.]
1 – To offer advice to; counsel.
2 – To recommend; suggest.
3 – To inform; notify.
4 – To take counsel; consult.
(American Heritage Dictionary)
• Maintain faith in the next generation by witnessing students positively contribute to the community
• Observe the development of students during their college matriculation
• Observe the fads, cultures, and subtle changes occurring in student life and different generations
• Opportunity to form networks with colleagues involved as advisers in similar organizations
• Opportunity to participate in an organization whose purpose you enjoy
• Opportunity to serve the institution
• Opportunity to teach, lead, coach, and mentor students

• CHALLENGES
  o Managing your time and not becoming overcommitted to the organization
    ▪ Tip: set expectations early as to your ability to attend meetings, events, and activities
  o Clarify for members what your role is in the organization.
    ▪ Tip: students will have their own ideas; your role should be discussed as soon as possible following the election of officers.
  o Avoid becoming over-controlling in the organization’s matters
    ▪ Tip: the organization is for the students, it is student-led, and decisions should be made by students. Provide direction, assist in the decisions, and facilitate meetings.
  o Be patient in the growth and developmental processes of students.
    ▪ Tip: it may be easier to simply make decisions for the organization, quickly provide solutions and results, and do many of the processes for them. However, you need to ask yourself how membership in the organization will augment the students’ education.

Roles and Skills of an Advisor

The roles and responsibilities of an advisor will vary from organization-to-organization and from advisor-to-advisor, but the following is a list of general roles and skills an advisor may have and should strive for.

Developer of Leaders: Through personal interaction and program development assistance, the advisor is in a position to encourage social maturity, enhance the learning environment, and foster academic excellence. The advisor can help develop leadership skills and advocate for the personal growth of organization members, as well as identify new leaders for the organization. Skills such as interpersonal communications, planning and organization, and personal responsibility and accountability, are areas of personal and intellectual growth which may be assisted by the advisor.

Financial Guidance: Each organization is asked to elect or appoint a financial officer to manage the organization’s funds. The advisor is encouraged to spend time working with this individual to assure accurate record-keeping and timely payment of accounts. SLICE is also available to assist any student officer or advisor with matters related to financial practices, policies, and record-keeping.

Group Continuity: The turnover of officers and members is frequent, and, at times, the only link with the organization’s past is the advisor. Some activities an advisor may undertake to ensure the organization’s continuity include: orienting members to the history and purpose of the organization; assisting in training new officers; sharing the organization’s traditions and growth, and informing the organization about completed or ongoing projects. The advisor may also play an important role in helping members develop long-term goals and communicating those goals to future members.
Healthy Organization-Minded: Healthy organizations are ones where members can find a sense of belonging rather than feeling inclined to merely fit in. That sense of belonging does not come from a large group of friends but rather a genuine welcome from current membership and healthy group pride. To learn of healthy organization characteristics, and to better comprehend what is and is not hazing, please reference the https://endhazing.colostate.edu/students/ website, and work to set the tone for the organization to maintain healthy organization traditions and onboarding processes.

Check out Brené Brown’s YouTube video: “Create True Belonging and Heal the World with Lewis Howes”

Facilitator of Debriefs + Processing: Facilitation involves the process of making something easier; it includes active listening, processing, efficient verbal communication, and questioning. Reflection entails the ability to observe and listen to the group’s interactions, brainstorm and identify questions for further debriefing, it is very time-intensive, but essential to facilitation. Debriefing an experience and making connections between various contexts is very important for students who participate in student organizations. Advisors should recognize learning moments, and instead of letting them pass, take advantage of the moment and challenge students to make connections and process through their experiences.

Lead Motivator: Understanding what motivates students may be your single most desirable skill. There are extrinsic motivators (such as, recognition, money, and achievement) and intrinsic motivators (such as, desire, value, and approval.) Once you understand the range of motivators you can help individual students take on responsibilities and become involved.

(A) Mindful Leader:
- Desires to intentionally connect with others
- Engages in deep, meaningful conversations
- Thrives in environments familiar to you, and bring others into spaces unfamiliar to them
- Is authentic, curious, open, kind, confident, and living everyday with integrity
- Uses inclusive language and being mindful and accepting of difference
- Provides a vision, guides toward shared goals, inspires others, provides safe/brave spaces for others, invests in the success and happiness of others, effectively collaborates, recognizes a diversity of values, embraces change, and is dynamic

Policy Interpreter: As a representative of the University to the organization, the advisor is needed to interpret CSU policies and regulations relevant to student organizations. The advisor is encouraged to be aware of areas of possible conflict with University regulations. By knowing the organization’s bylaws and the University’s regulations, the advisor is able to share information about procedures and make recommendations, inform students about possible results or implications of a proposed activity, and ensure the RSO’s activities are conducted in accordance with University and State regulations.

Positively Impact Executive Board Development: by doing the following –
- Advertise RSO events at your own staff/faculty meetings
- Attend RSO meetings, activities, and events
- Be authentic, share some of your life, to get others to follow suit
- Bring food, if possible
- Encourage and help coordinate a retreat (i.e. fall, winter, spring)
• Present a program with the president
• Get to know the officers: get a meal together, go shopping for the organization together, get to know their goals, help them meet some of their goals via the organization
• Give feedback to the president (if not all officers) more informally and in the moment
• Give “warm fuzzies” (aka compliments and appreciation)
• Make elections important
• Speak positively
• Use people’s names, remember key details about officers

Practice + Role Model Inclusion: RSOs are open to all CSU students and they must comply with the non-discrimination policy upheld by the University. It is important to provide welcoming and inclusive spaces for individuals with various social identities and experiences. Advisors have the capacity to practice role modeling these values when working with student organizations. It is a responsibility of the CSU community to practice being intentional when building inclusive environments and mindful of exclusionary spaces and practices. Recognizing diversity and using language best honoring a student’s identities is a quintessential part of being an advisor. It allows for the organization you advise to create an open and inviting space. If you would like to learn more about inclusive language, diversity, and social justice, please contact SLiCE.

Strong at Name Recall: people’s favorite word is their name. Not because they may love how it sounds, or particularly like the name, but because they were remembered – they feel like they matter. Their identifier as a unique individual was recalled. Consider the ways you best remember names, do not let “I am terrible at names” keep you from trying. If you need some new ideas for name recall, try the following:
• When you catch the name, repeat it quickly, and integrate it into the conversation
• If you have heard the name before, recall another with the same name, and try to figure out how the two are similar through appearance association, or perhaps what they are wearing (clothes work in the moment but are not long-term)
• Determine what hobby, interest, or knowledge area of yours has a lot of names, and match that person’s name to i.e. a historical figure, a football player, etc.
• Seek narratives, ask people what brings them joy, and find ways to relate their name to their stories
• Spell the person’s name in your mind by visualizing the name above them
• Phonetically write out the name in a way you will remember it
• Ask a friend/coworker to ask the name of someone you cannot remember, this time listen closely
• Have a genuine care to learn the name, and in due time you will!

University-RSO Liaison: The advisor has a responsibility to both the University and student organization to keep the best interests of both in mind. In a well-led organization or high-functioning group, the guidance role may be minimal or nonexistent and the advisor may only have to intervene to prevent the violation of public or institutional policy. Guidance also consists of coaching individuals in their duties as officers.

Student Development Theories to Consider Practicing While Advising
There are countless student development theories about a variety of occasions, identities, and factors, these are only 4 of many relevant to student organization advising. Yet, these 4 alone are great starting points to consider applying to your practice of individual and group development. Through time and experience, advisors will develop personal approaches to integrating theory. Please read through and consider applying the following:

Albert Bandura – Social Learning/Observational Theory (1977)
• Theory: people learn by observing others’ attitudes, approaches, contributions, and outcomes of those behaviors. “Most human behavior is learned observationally through modeling: from observing others, one forms an idea of how new behaviors are performed, and on later occasions this coded information
serves as a guide for action.” (Bandura, 1977). Social learning theory describes human behavior through continuous reciprocal interaction between cognitive, behavioral, and environmental influences.

- **Practice**: Try not to start any activity as a “member” or “participant” and do not be the first to answer a question. Students will see you as an “expert” rather than a peer, thus if you are to start to set the tone of the responses or participation, they will not see you as an equal, they may consider your contributions above them, and it will not necessarily set the tone you are looking to establish. Instead, strategically ask members who you believe will take an activity seriously, respond thoughtfully, or participate mindfully, and encourage them to start, or find ways for them to start by being subtle. Have 2 to 3 students in mind. The same can be said when amongst student officers. Also, the same should also be shared with officers, who are often considered “experts” to members – and thus another officer should not start, but the encouragement of an engaged member should instead take lead.

**Alexander Astin – Involvement Theory (1985)**
- **Theory**: explains how desirable outcomes for higher education institutions are viewed in relation to how students develop and challenge as a result of co-curricular (outside of the classroom) involvement
  - **3 elements to the theory**: a student’s –
    - Inputs: demographics, background, previous experience
    - Environment: all experiences a student would have during college
    - Outcomes: characteristics, knowledge, attitudes, beliefs, and values that exist after students graduate from college
  - **5 basic assumptions/postulates** involved in the theory; involvement –
    1. Requires an investment of physical and psychological energy
    2. Occurs on a continuum, is continuous (amount of investment varies by student)
    3. Has quantitative and qualitative features
    4. Involves student learning and development to be directly proportional to the quality and quantity of involvement
    5. (Can positively) influences academic performance
- **Practice**: This theory correlates nicely to student organizations, leadership positions, and residence life. Hence, as student organization advisors you have the opportunity to encourage involvement, remind students the value of campus and community involvement, and explain that mindful involvement can lead toward strong time management skills and increased grades, but too much or too little involvement can tip over the equilibrium.

**Nevitt Sanford – Challenge and Support Theory (1967)**
- **Theory**: college students go through significant personal development and growth, occurring both inside and outside of the classroom. For growth and development to occur, students need balance challenge and support – though they are not necessarily supposed to be even.
  - **Too much support** = a student will never really learn what they need to grow
  - **Too much challenge/tension** = creates frustration and student can possibly quit trying
- **Practice**: It is typically easier for professionals to give more support than challenge, or an even amount, but by meeting students where they are at and then “one-upping” them, students can typically meet the challenge and grow through the process. Caution: the one-up process is just ever so slight, be careful to not add too much, or the equilibrium will sway and the student could feel overwhelmed.
Tuckman and Jensen – Stages of Group Development (1977)

- **Theory:** In 1965, Bruce Tuckman created the forming-storming-norming-performing model of group development. Tuckman argued these 4 phases were necessary and inevitable for a team to grow, navigate challenges, problem solve, plan tasks, and deliver results. In 1977, Jensen joined in and the theory increased to a 5 stage model adding “adjourning” if a group fulfilled its set goals. The theory was intended to be sequential, though criticism has emerged about how “storming” can occur in each stage.

- **FORMING** – *i.e. orientation, inclusion, dependency, honeymoon phase; member determine place*
  - **Practice:** help with recruitment of new members through the means and outlets available to you and often separate from how students would recruit; facilitate icebreakers; coordinate retreats/workshops; review organization’s mission/purpose with membership; identify group expectations; work with officers to share organization history and healthy traditions; have individual meetings with organization president; discuss effective meeting management; plan programs and teambuilding with executive board; support executive officers; and provide an initial “to-do” list for officers.

- **STORMING** – *i.e. conflict, power differentials, leadership questioning, members resist influence, high level of emotion, honeymoon phase over*
  - **Practice:** provide mediation resources; teach communication skills to executive officers; hold roundtable discussion of issues; review mission/purpose and expectations to help students redefine their organization’s action and plans; conduct a group decision-making activity; discuss and review executive officers’ roles; develop a “rebuilding” team activity; and remind everyone the storming stage is natural and integral to the organization’s formation!

- **NORMING** – *i.e. cohesion, group identity, redefine norms/leadership, determine group expectations, discover new ways to work together*
  - **Practice:** schedule a lengthier teambuilding initiative and/or reflection activity including greater self-disclosure and trust; have members/the organization brand themselves with designing t-shirts or making a logo; assist the organization in starting a new program to create as a healthy tradition; review and possibly encourage students to establish new goals for organization; and maintain executive board and membership relationships to avoid reverting back to storming.

- **PERFORMING** – *i.e. full energy channeled into achieving goals, utilizing strengths for effectiveness; group becomes high-functioning, members worked through issues with roles*
  - **Practice:** ensure the organization and membership have a task/goal (campus event/club tradition/winter retreat) to work toward; support members/officer by giving sensitive, and constructive feedback about what is going well and what can be improved on in the future; and step back and allow the organization to perform.

- **ADJOURING** – *i.e. specific termination date, celebrate accomplishments, turn attention toward leaving; members anticipate a change in relationships*
  - **Practice:** develop a closure/debrief activity to help members determine what they learned and benefitting from a program, event, retreat, or the entire year with organization; conduct assessment or evaluation of the year and ask officers/members to contribute their thoughts; develop transition reports for new executives by having the officers give input throughout all stages; ensure recognition occurs at the end of the year – if not throughout the year as well; coordinate a closing banquet with awards and other expressions of appreciation to members with officers; encourage officers and members to assist the organization in training and orientation for next year before year’s end; identify how the organization contributed to the history and tradition of the organization in the last year; ensure minutes, reports, and communications are properly stored and maintained in an archive accessible to those who next lead the organization (consider using RamLink’s Documents for this storage); record names, emails, and phone numbers of graduating or departing students for future correspondence; and give officers appreciation as an advisor gift of some kind.
Advising Best Practices

THE ADVISING SPECTRUM

Advising Dos
- Provide assistance regarding questions/inquiries about the organization when members are not available
- Make suggestions if the organization is about to jump off the deep end
- Work closely with the president (executive board) to give insight and feedback
- Attend organization events (for at least part of the time) and meetings to show your support
- Spend extra time with RSO members when you know they need you—specifically for a major event
- Let people know when you will be out of the office and when you will be back in
- Ask to be kept informed of what occurs
- Know, understand, and inform on University policies
- Allow the organization to make financial decisions
- Be flexible
- Ask for input from students
- Keep key students informed about administrative decisions
- Remember students have classes and studying to do (which come first)

Advising Don’ts
- Supervise student officers, complete with threatening to “fire them”
- Be the first person students go to for questions/decisions
- Keep the organization from making mistakes (this is how they learn)
• Tell the President/Executive Board what to do
• Represent your personal views as those of the organization
• Plan events and coordinate them
• Stay late just because members failed to get their own work done
• Demand that everything needs to be “approved”
• Censor correspondence (with exceptions)
• Fail to hold a member responsible (they can at least call if they cannot make a meeting)
• Make goals on members’ behalf
• Make decisions without contacting or trying to contact the appropriate officers
• Let students use academics as a “regular” excuse for not getting work done

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**SLiCE’s Suggested Responsibilities for Advisors**

**Generally, the RSO advisor should be available to organization officers and members for the following:**

• Attendance at organizational meetings and functions as often as possible
• Certification of the expenditures of the organization when authorized to do so
• Consultation about the organization’s affairs
• Role modeling inclusion and inclusive language
• Provide suggestions and constructive criticisms regarding the operation of the organization

**Responsibility to the RSO - the advisor should:**

• Assist the RSO in setting realistic goals and objectives each academic year, ensuring opportunities for educational and personal development
• Help the organization justify its expenditures of students’ time, abilities, energy, and funds
• Should be well informed about all plans and activities of the organization. This can be achieved through regular attendance at meetings and/or frequent meetings with student officers.
• Discourage domination of the organization by any individual or group of members – including you
• Be familiar with the history of the organization
• Assist in promoting organization interest by evaluating programs
• Remind the organization to successfully complete the annual registration process (please!)
• Be aware of University policies

**Responsibility to the Students - the advisor should:**

• Seek to assist the students in maintaining a balance between their academics and co-curricular activities
• Encourage each individual to participate in and plan organization events
• Encourage students to accept responsibility for specific parts of programs and help them recognize the importance of their roles in relation to the organization
• Be concerned about developing the leadership skills of members, particularly the executive board, by discussing and helping to analyze organization interactions and decision making
• Be aware of the goals and directions of the organization and help the members evaluate their progress toward those goals

**Responsibility to the University - the advisor should:**

• Work with students to help them plan programs beneficial to students and consistent with the educational objectives of the University
• The advisor should become familiar with the policies and procedures pertinent to student organizations and strive to see they are followed
University Requirements for RSO Advisors

Please be aware of the following University policies and procedures important for you as the advisor and the organization(s) you advise to be aware of in how you all operate and with your events. CSU’s Policy Library is always the location where more information can be found about the following policies, as well as others, to go to the library directly, start here: http://policylibrary.colostate.edu.

Required: Campus Security Authorities (CSAs) [*NEW*]

Letter from CSU Police Captain Informing Campus:

CSU Policy: Campus Safety (Clery Act Crime Reporting)
The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 U.S.C.A. §1092(f) and implementing regulations, 34 C.F.R. §668.41 and 668.46) (“Clery Act”) requires colleges and universities receiving federal financial assistance to gather and make public information about certain crimes occurring on or near their campuses and to publish policy statements concerning campus safety and security. This policy outlines the institutional responsibilities and procedures for complying with the Clery Act.

While many crimes that impact the CSU community are reported directly to Colorado State University Police Department (“CSUPD”), the Clery Act also recognizes that crimes may also be reported to officials who have significant responsibility for student and campus activities. These officials are called “Campus Security Authorities,” or CSAs, and CSU is required by law to identify them.

Who is a Campus Security Authority?
Individuals at the University who fall under one of the following categories:
- CSU Police Department (CSUPD) officers
- Any individual who has responsibility for campus security but is not a CSUPD officer (i.e. contracted or volunteer security personnel for the University)
- Any individual or organization specified in this policy or the Annual Fire Safety Report as an individual or organization to which students and employees should report criminal offenses
- An official of the University who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.

CSAs include (but are not limited to)
- Athletic directors and coaches
- Faculty/staff advisors to student organizations
- Residence Hall Assistants/Directors
- Title IX Coordinators
- Faculty and staff who travel with students and are involved in student activities during travel

Crimes to Report:
The criminal offenses that must be reported, often referred to as “Clery crimes,” are:
- murder/non-negligent manslaughter
- negligent manslaughter
- sex offenses (forcible and non-forcible)
- robbery
- aggravated assault
- burglary
- motor vehicle theft
- arson
- liquor law violations
- drug violations
- illegal weapons possession
Definitions for these crimes can be found on the Clery Act policy website, here.

CSAs are also required to report statistics for hate (bias) related crimes for the following classifications:

- murder/non-negligent manslaughter
- negligent manslaughter
- sex offenses (forcible and non-forcible)
- robbery
- aggravated assault
- burglary
- motor vehicle theft
- arson
- larceny
- vandalism
- intimidation
- simple assault

CSAs are required to report offenses occurring on campus, in residence facilities, in non-campus property and on public property.

Typically, many of the Clery Act Crimes are reported to CSUPD, Support and Safety Assessment (Tell Someone) and/or the Office of Student Resolution Services, which track and report the statistics as necessary to comply with federal law. If, however, you are aware of any reports that have NOT already been reported, then please complete the Reporting Form and return it to Frank Johnson in CSUPD.

In addition, if you are aware of a crime that may cause an ongoing threat to the CSU community, contact CSUPD (970.491.6425) or 911 immediately. The institution must issue a warning regarding ongoing threats to the community and you play a crucial role in fulfilling that obligation. If there is any question about whether an ongoing threat exists, immediately contact CSUPD.

What is a Campus Security Authority required to do?

The responsibility of a CSA is to report crimes that they witness or that are reported to them to the CSU Police.

1. Report to the CSUPD information of alleged crimes that are reported to them in good faith by others, as well as information of alleged crimes that they personally witness. Under the Clery Act, a crime is “reported” when it is brought to the attention of a CSA or local law enforcement personnel by a victim, witness, other third party, or even the offender. It does not matter whether or not the individuals involved in the crime, or reporting the crime, are associated with the University.

2. Record information about crimes reported to them. To record information about a crime reported, the CSA must complete a Crime Statistic Report Form (found below).
   b. Clery Act Crime Reporting Form: locate at the top of page under “Attachments to this Policy”

3. Submit, either electronically or in print, all completed Campus Security Authority Incident Report Forms to CSUPD. You can email a scanned form or attach the Word document form to Frank Johnson, CSUPD’s Police Captain. Or, you can drop off the form at CSU Police Department’s Green Hall on campus.

What should a Campus Security Authority not do? A CSA is not responsible for determining authoritatively whether a crime took place—that is the function of law enforcement personnel. A CSA should not try to apprehend the alleged perpetrator of the crime. That too is the responsibility of law enforcement. It is also not a CSA’s responsibility to try and convince a victim to contact law enforcement if the victim chooses not to do so.

Who do I call with questions? If you have any questions about this requirement or if you would like to discuss the specifics about an incident, please feel free to contact CSU Police Department Captain Frank Johnson at (970) 491-7556 or Franke.Johnson@colostate.edu. Or, stop by Green Hall (750 Meridian Ave.) Or visit, [http://police.colostate.edu](http://police.colostate.edu).
Colorado State University Hazing Policy - Participating in, condoning, encouraging, requiring, or allowing an opportunity for hazing, which includes any act that endangers the mental or physical health or safety of a student, or which destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or student organization. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing is not neutral; they are violations of this rule.

This policy applies to all students, faculty and other employees, academic and business units and auxiliaries of the University, and all others subject to the jurisdiction of the University.

Hazing is against the law in the state of Colorado and is a violation of University policies, including the Student Conduct Code. This prohibition includes participating in, condoning, encouraging, requiring, or allowing an opportunity for hazing. Apathy or acquiescence in the presence of hazing are not neutral; they are violations of this rule. For more information about hazing, Colorado laws regarding hazing, and resources for those who encounter it, and how to report instances of hazing, see the CSU End Hazing website.

Definition of Hazing: Hazing means any act that endangers the mental, physical, and/or emotional health or safety of a student, or which destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or student organization.

Advisors and Hazing Prevention: As a community, CSU often talks to faculty, staff, and students about taking care of each other in situations that do not seem right. It is important for those advising student organizations to understand the signs of hazing and report concerns. Hazing is often subtle to the outside viewer, but some signs may exist. Students who are being hazed or treated poorly in a student organization are almost always afraid to advocate for themselves. Having someone they can confided in – a favorite teacher, a supervisor, and an RSO advisor – is very important. If you suspect hazing, please report it through http://endhazing.colostate.edu.

Here are some signs that could indicate a student is being treated poorly by a group or being hazed:
- Required to carry certain items
- Cutting, branding, labeling, or shaving of parts of the body
- Required “greeting” of members in a specific manner when seen on campus
- Required walking in groups to class, food service, etc.
- Performing of special tasks for the members or others
- Appearance of sadness or expressions of inferiority
- Extreme tiredness in class due to sleep deprivation
- Withdrawal from normal activities or friends
- Using code words and phrases to mask the actual nature of an event or activity
- Required periods of silence or having a cell phone confiscated by a peer
- Required to wear a specific outfit
- Out of character behavior in public that is intentionally embarrassing to self

Advisors as Bystanders: Being a bystander witnessing or learning of hazing occurring within the student organization you advise is problematic when not reported. Those deemed apathetic or acquiescent toward hazing are in considered perpetrators of hazing – and will face disciplinary action in accordance with policies and procedures as applicable to faculty, staff, and students, up to and including termination from the University.
Purpose of this Sexual Harassment Policy: Colorado State University is committed to providing an environment that respects the dignity and worth of every member of its community. The University strives to create and maintain a work and study environment that is fair, inclusive, and responsible so that each member of the University community is treated with dignity and respect and is rewarded for relevant considerations such as ability and performance. The purpose of this policy is to define the types of conduct that are prohibited by the University as a means of achieving these goals and to prevent harm arising from discrimination, harassment, sexual harassment, sexual misconduct, domestic violence, dating violence, stalking and retaliation.

CSU is committed to providing an environment that is free from discrimination and harassment based on race, age, creed, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity or expression, or pregnancy, and will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. Such an environment is necessary to a healthy learning, working, and living atmosphere because discrimination and harassment undermine human dignity and the positive connection among all people at our University. Acts of discrimination, harassment, sexual harassment, sexual misconduct, domestic violence, dating violence, stalking, and retaliation will be addressed consistent with this policy. Consistent with state and federal law, reasonable accommodation will be provided to persons with disabilities.

This Policy supersedes all prior University Policies on discrimination, harassment, sexual harassment, sexual misconduct, domestic violence, dating violence, stalking, and retaliation. For definitions of each of these topics, refer to the policy in CSU’s Policy Library.

Title IX – Sexual Assault, Sexual Violence, Sexual Harassment

CSU’s Discrimination, Harassment, Sexual Harassment, Sexual Misconduct, Domestic Violence, Dating Violence, Stalking, and Retaliation policy designates faculty, employees, and volunteers of the University as “Responsible Employees.” This designation is consistent with federal law and guidance, and requires CSU employees to report information regarding students who may have experienced any form of sexual harassment, sexual misconduct, relationship violence, stalking or retaliation. This includes information shared with employees in person, electronic communications, or in class assignments. Any faculty or staff who receive reports of sexual harassment, sexual violence, or sexual assault regarding a student must contact the Title IX Coordinator/ Director of Support and Safety Assessment (Tell Someone) at (970) 491-1350 within 24 hours. Names of people involved in the violation or alleged violation must be included. In the event of an emergency, call 911.

Tell Someone

Concerned about someone’s mental health and safety? If you are concerned about a student or fellow employee, “Tell Someone.” This CSU resource can be accessed online through the Online Referral Form, or a phone call can be placed or a voicemail can be left at 970.491.1350. Referrals will be made to campus resources that can develop strategies and use resources to discreetly help students and employees who may be in distress. There may be times when you become concerned about a CSU student or university employee. People who may be experiencing an emotional difficulty or mental health illness may show specific signs that they need help. Or, odd behavior that seems unsettling or out of context, should be something also considered worth reporting – by doing so it keeps you and the campus community safer.
If you believe a member of the campus community is in imminent danger to themselves or others, immediately contact CSU police by calling 911 or the department's non-emergency number at 970-491-6425.

To learn of the signs (i.e. references to violence, academic performance, change in behavior, change of mood, and/or personal appearance) indicating that a student or an employee may need help, you can visit the Campus Support and Safety’s Tell Someone website found here: http://supportandsafety.colostate.edu/tellsomeone. Also, the Five Dos and Don’ts for Helping Someone in Distress can be found on this website.

Confidential Reporting Resources to Share with Students
Although as the advisor you are a “Responsible Employee,” if you manage to share what your responsibilities are as a “Responsible Employee” before a student shares something related to sexual harassment or sexual violence, and they wish to not disclose but are seeking confidential resources – please direct to the following:

- CSU Victim Assistance Team (VAT): 970.492.4242
- Women and Gender Advocacy Center: 970.491.6384
- Women’s Clinic at CSU Health Network: 970.491.1754
- CSU Counseling Services: 970.491.6053

Overview of RamLink + SLiCE’s RSO Website

RamLink 101: [ramlink.colostate.edu](http://ramlink.colostate.edu) is CSU’s online involvement portal. It is the best way for RSOs to market and manage themselves! RamLink provides tools to completely manage any RSO via membership lists, communications, registration, documents and forms, event planning, elections, advertising/publicity, and much more! The following are tips for navigating the website:

- **Not receiving an invitation to RamLink?** Likely the email you have listed with your RamLink profile is not the email a student officer used to invite you to the page. Fix the email in one location and request the invitation to be resent. (Note: sarah.stephens@colostate.edu vs. sarahmst@rams.colostate.edu might technically be the same at CSU – but RamLink sees them as two different emails).

- **How do I edit our organization’s RamLink page?** A student officer with full access (defaulted to be the President, Vice President, Financial Officer, and the Primary Contact) would have had to grant your advisor position on RamLink “Full Access” on the organization’s RamLink page, for you to be able to edit the page. If you have full access, you can explore around and follow these tips, **though we still ask that student officers are making changes on their RamLink page**. If you have no access, you could work with student officers as you remind/teach them of the following. **Either way, you are helping guide, rather than edit for, the students.**
  - **Profile in Upper Right (no page access needed)**
    - **ACCOUNT** - where to set notifications, change name, add photo, etc.
    - **MEMBERSHIP HISTORY** – a broad glimpse of your involvement (type, length, position) through departments/RSOs utilizing RamLink
    - **SUBMISSIONS** – where to check the status of quizzes, registration forms, applications
      - **In Progress** – form was not submitted, maybe just completed, or not. Click on “eye ball” symbol to right of form name, to go inside the form, make any necessary changes, and then click the blue “Submit” button below.
        - **Many people miss clicking the SUBMIT button** – look closely!
      - **Pending** – form has been submitted, now waiting for those managing the form to process (i.e. approve/deny)
      - **Approve** – recognizing the form was received, though does not necessarily mean approved to receive funding for a grant (i.e. Travel Grant, Board of Student Organization Funding – BSOF). For quizzes and registration forms – approved does mean approved. Best to read the comment to learn what “approve” means for each particular form.
• Denied – sometimes this means denied and the form cannot be resubmitted, other times it just means a form has been released (it has to get “denied” to be released) and more edits can be made and be resubmitted. Best to read the comment to learn what “deny” means for each particular form.

  o Tabs Up Left (no page access needed)
    ▪ HOME: the dashboard to your organizations, RSO events, news, and campus links
    ▪ EVENTS: a glimpse of student organization events; where RSOs can choose to market to the entirety of campus and the public (if interested)
    ▪ ORGANIZATIONS: can search for RSOs and some department pages through categories or type into search bar; where to find the 1-2 sentence summaries of each RSO

  o Rubik’s Cube Symbol Up Right/Action Center
    ▪ EXPLORE: your public access to RamLink
    ▪ MANAGE: your administrative portal to view the behind-the-scene operations of all RSO(s) to whom you advise

  o On an RSO’s Page – to edit:
    ▪ Click on “Manage Organization” in upper right > Click three stacked horizontal lines in upper right > side menu will emerge from left
    ▪ ROSTER – where people can be added/removed, and positions can be added/removed, where all members can be messaged
      • Manage Positions – where new positions can be made, where full/partial/or no access can be applied to different positions
      • Current (those who accepted an invitation or asked to join and were accepted)
      • Pending (people who have been invited to page)
      • Prospective (people requesting to join organization): best to reference, otherwise new members could be missed for weeks, months, or years!! Approve potential new members here.
    ▪ ABOUT – where to edit summary, description, websites, Facebook page, logo, etc.
    ▪ EVENTS – where to create an event promotion; can choose to make public, just for CSU community, just for club membership, or by invitation only; includes RSVP; needed for events that are awarded Board of Student Organization Funding (BSOF) through ASCSU
    ▪ NEWS – where to write updates/articles for club, CSU community, and/or public
    ▪ GALLERY – where pictures can be uploaded and downloaded without being compressed
    ▪ DOCUMENTS – best place for newly edited and approved constitution to be stored; helps greatly in transition between officers; easiest to access for all
    ▪ FORMS – great for applications, quizzes, collecting data; easy to create and navigate
    ▪ ELECTIONS – an electronic platform to handle elections objectively
    ▪ SERVICE HOURS – used to log individual and group service hours; calculates quickly
    ▪ EXPLORE VIEW –easy way to get back to the public side of the RSO’s page

SLiCE’s RSO Website 101: (rso.colostate.edu) is the fastest way to SLiCE’s RSO online resources. It contains the most current information related to RSOs, just shy of the emails/newsletters you receive from the RSO Team.

• STUDENT ORGANIZATION REGISTRATION – one-stop shop to access elements of the annual registration process, and learn of suggested order of steps for registration. It is encouraged for advisors to watch the Online Officer Orientation (which can be reviewed throughout the year as a good resource). It takes about 70 minutes, but is divided into 9 modules, so you can watch it in more than one sitting.

• CREATE CONSTITUTION – where to find a model/template constitution, with direction for how to create

• STUDENT ORGANIZATION RESOURCES:
  o FUNDING + ACCOUNTS: basic overview of Student Organization Financial Accounts (SOFAs) and on-campus grants/fundraisers (more depth and breadth found in RSO Handbook)
  o RSO HANDBOOK: where the most current version of RSO Handbook can be found
  o RETREATS + WORKSHOPS: where information on the next, upcoming RSO Officer Retreat and RSO Workshops information can be found
O DOCUMENTS + FORMS: where much needed materials can be found for necessary RSO financial and risk management operations (i.e. P-Card Training, Guidelines to Spending Money, Request for Financial Document Form, Sales Tax Memo, Donation Request Form, Liability Release Form, W-9 for New Vendors)

O BE TRUE TO YOURSELF: an excellent resource for RSOs to check how healthy of an organization they are, and for students seeking out healthy organizations, what to look for. Serves as an overview and resource for hazing prevention.

O TRAVEL INFORMATION: a quick overview of the Student Travel Grant (more information found in the RSO Handbook), Airfare Travel, and Motorpool reservations for RSOs and student officers

O ADVISING RESOURCES: where the most current version of the RSO Advisor Handbook will be housed; upcoming Advisor Luncheon information will be featured, and any other advisor resources and materials will be located

O INVOLVEMENT EXPO: where the most current overview of the upcoming Involvement Expo can be found, and the registration form is located – look at in early August and January

O CSU STUDENT LEADERSHIP AWARDS: where the most current overview of SLiCE’s end-of-the-year celebration and award ceremony is found, with nomination forms and RSVP included

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Important Contact Information List

Although the RSO Advisor Handbook references many important contacts and information above, below you will find all of the contact information (and more) in one location.

- CSU Counseling Center – 970.491.6053 (After-Hours Counselor – 970.491.7111)
- CSU Dean of Students (Jody Donovan) – 970.491.5312
- Campus Support and Safety (Tell Someone) – 970.491.1350
- CSU Police Department (non-emergency) – 970.491.6425
- CSU Police Department Captain (Frank Johnson) – 970.491.7556
- Student Leadership, Involvement, and Community Engagement – 970.491.1682

FYI: all policies and procedures are subject to change. Check back for updates at the start of each semester, and check your email regularly to learn of policy and procedural change notifications throughout the year.

Last Updated: 10/20/2017