Prepare for Training

To prepare for this training, please reduce distractions where possible.

- Turn off your cell phone
- Turn on the “In Meeting” notice for your office phone
- Put up an “In Training” sign on your desk or office door
- Close other windows on your computer
Training Notes

• All phone numbers, email addresses, and websites will be available at the end of the training in the Resources section.

• If you need an alternate form of this training, please contact the:

  Employee Training Center
  employeetrainingcenter@fullerton.edu
  657-278-2064
<table>
<thead>
<tr>
<th>Learning Objective:</th>
<th>Estimated time to complete:</th>
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<tbody>
<tr>
<td>Review the requirements and expectations as a Student Organization Advisor for the Student Life &amp; Leadership Department.</td>
<td>25 minutes</td>
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</tbody>
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Overview

Section 1: Introduction

Section 2: Steps for Event Planning

Section 3: Student Conduct Policies & Procedures

Section 4: Importance of Clery Act

Section 5: Procedures for Clery Reporting
Section 1

Introduction
Introduction

The goal as a Student Organization Advisor, is to empower students through involvement, leadership, and co-curricular learning opportunities to enhance their Titan Experience at CSUF.
Involvement

Programmatic areas consist of:

• Campus Activities
• Clubs & Organizations
• Community Service & Leadership Programs
• Fraternity & Sorority Life
• Sports Clubs
• Venue Reservations
Advisement Strategies

• Provide consultation and mentorship to leaders and members
• Help maintain records for transition
• Assist students with financial planning, budgeting, and fund management
• Dialogue about student organizations dilemmas
• Establish expectations, roles, and responsibilities
Registered Student Organization Benefits

Some benefits for students that are part of a registered Student Organization include:
Registered Student Organization Benefits

ASI Accounting Services

- Organizations have an account in ASI
Section 2: Steps for Event Planning
Steps for Event Planning

• As a Student Organization Advisor, you are encouraged to have the Student Organization reserve the event space, as it is their responsibility if they need space.

• Student Organizations can reserve space for an event through TitanLink.

• All reservations are reviewed by the Office of Student Life & Leadership in order to evaluate the need for support.
Steps for Event Planning – continued

• When reserving space, there is a potential referral to the Campus Activities Committee
  – Student Organizations will be notified if this is required

• Student Life & Leadership directly oversees outdoor venues

• They are also the liaison for Student Organizations when reserving certain spaces like:
  – Classroom
  – Athletic spaces
  – Kinesiology Health and Science buildings
Steps for Event Planning – continued

• Once the Student Life and Leadership Office reviews the event, the Student Organization will receive approval or denial through TitanLink

• If the Student Organization receives approval, they will be able to publicize for their event
  – This will be completed automatically through TitanLink
Tips for Event Planning

- Set goals and outcomes for event(s)
- Remind the designated ‘Event Planner’ to log into TitanLink to receive event reservation updates
- Refrain from planning the event yourself
- Encourage consultation and receive updates
- Show support by attending events when possible
- Evaluate events to help with improvements and transition from one year to the next, particularly for annual events
During the semester, the Campus Activities Committee meets every other week to discuss events on campus.

Events that may require additional planning are asked to attend an Event Consultation Meeting hosted by the Campus Activities Committee.
Student Organization Funding Sources

• Funding Councils
  – Include College Interclub Councils, Sports Clubs, and Community Services
  – These organizations can request to receive allocation of ASI money to support student conference travel and other programs

• Funded Councils
  – Include Interfraternity Council, National Pan-Hellenic Council, and Multicultural Greek Council
  – These councils are able to utilize funding received from ASI to host open events that support the community
All registered Student Organizations are eligible to go directly to the ASI Finance Committee to request funds, however, are highly encouraged to find support through a council first.

Clubs can attain additional funds from dues, fundraisers, sponsorships, donations, and ASI Funding.
Student Organization Fundraising Procedures

• Fundraising activities conducted by registered student organizations must complete an Income & Expense Form in TitanLink no later than (5) five business days after the fundraiser
  – Income & Expense Form can be found via TitanLink under Campus Links

• Revenues from fundraisers MUST be deposited into your student organization’s ASI Agency Account within a timely manner

• Fundraisers requiring a Tax ID MUST be approved for each instance by the CSUF Philanthropic Foundation
  – Tax ID Request Form can be found via TitanLink under Campus Links

Fundraising Policies related to ICSUAM 1041.00
Student Organization Transactions

• Advisor signatures are required for all transactions

• On-campus accounts are held with ASI Accounting, located at the TSU – 224

• Only Student Organizations that are a part of a not-for-profit organization are permitted to have off-campus bank accounts
  – For further inquiry, please contact the Student Life & Leadership Office

• Policies for ASI Funding can be found in the ASI Financial Handbook
All Student Organization Officers are required to have read and understood the CSUF Policy Administration of Student Organization Funds.

<link to CSUF Policy for Student Organization Funds pdf>
Administration of Student Org Funds

• Monies collected in the name of the student organization for its activities must be used exclusively for the purpose of furthering the student organization’s goals and objectives.

• ICSUAM 3414.01 is the CSU policy that governs the administration of student organization funds.
• Monies collected in the name of a Student Organization must be maintained in a bank account of the CSUF Associated Students, Inc. (ASI).

• At no time shall a Student Organization deposit funds into an unauthorized bank account. Any exceptions to this requirement [e.g., nationally affiliated organizations or local organizations with a separate 501(c)(3) status] must be approved by the campus CFO or designee.
Student Org Fund Responsibilities

• A Student Organization’s officers are responsible for maintaining the financial solvency of their organization, including fiscal or financial liabilities arising from the organization’s private programs or events that are not officially registered with and sanctioned by the university or its auxiliary organizations.
Section 3

Student Conduct Policies & Procedures
Student Conduct

• Student conduct policies impact Student Organizations

• Organization Officers and Members must comply with CSUF policies and procedures described in Title 5 - Section 41301 and Standards for Student Conduct

• Below are some examples of student misconduct:
  – Misuse of the university property
  – Obstruction of traffic on campus
  – Conduct that threatens the health and safety of others
  – Hazing
Alcohol Consumption & Prevention

• Policies apply to on and off campus events sponsored by the organization

• As a Student Organization Advisor, it is your responsibility to review:
  – Federal and State Laws and CSUF’s Policy Statement regarding the use of alcoholic beverages by student organizations
  – University Police Department’s Policy regarding the use of drugs by students
Anti-Hazing

- California State University Fullerton expects that all members of all recognized Student Organizations will observe and fully comply with the State of California Education Code Requirements on hazing.
- CSUF prohibits any recognized Student Organization from engaging collectively or individually in hazing as a part of any program or general activity.
- For clarifications of the hazing policy and what activities are included, please contact the Student Life and Leadership Office.
Title IX

As an advisor on campus, CSUF cares about the safety of the entire community, including students, faculty, and staff

- Title IX is federal law prohibiting discrimination on the basis of sex in an educational setting, extracurricular, and athletic activities

- It protects all, regardless of the gender or gender identity, from sexual harassment and violence, which are forms of sex discrimination
Encourage them to speak with a Confidential Victim Advocate at the WoMen’s and Adult Reentry Center, they can assist in referring the student to medical care, mental health care, or legal assistance.

Conversations with a Victim Advocate are confidential and are not reported to the University Police or Title IX Coordinator.

You can also let the student know that help and aftercare are also available at the Student Health and Counseling Center.
Students Reporting

• As a student, they can make reports using the following options:
  – Tell a campus employee, who will then report the instance to the Title IX Coordinator
  – Report the instance directly to the Title IX Coordinator

• If the instance involves assault, such as domestic and dating violence, or sexual assault, please report directly to the University Police

• If a student is a victim of the incident, they can speak with a Confidential Victim Advocate at the WoMen’s and Adult Reentry Center
Section 4

Importance of Clery Act
The Clery Act is about increasing campus safety.

Clery recognizes that not all crimes are reported to the University Police Department.

Clery created Campus Security Authorities to provide an alternative reporting source.
Campus Security Authority

- Campus Police or Security Department Employees
- Individuals who have the responsibility for campus security and safety
- Any individual or organization specified by the institution as those to which students and employees should report criminal offenses
- Any official of an institution who has significant responsibility for student and campus activities
As a CSA, you must accept and report Clery Crimes that appear to have been in good faith, such as:

- Credible Reports
- Anonymous Reports

You are responsible to report the occurrence of certain crimes that have been reported to you in good faith.
Section 5

Procedures for Clery Reporting
A Clery Crime can be any of the following:

- Homicide
- Robbery
- Aggravated Assault
- Burglary
- Auto Theft
- Arson
- Hate Crime
Reporting Clery Crimes

When a Campus Security Authority receives information of a Clery Crime, he or she must do one of the following:

• Make a direct report to the University Police Department

• Document the information using the Clery Incident and send the report to the University Police Department
Clery Reporting Responsibilities

• CSA are not required to do any of the following:
  – Take law enforcement action
  – Determine the authenticity of the report
  – Make a final determination of which crime is or is not reportable
  – Report arrests

• CSA can only report crime occurrences

• CSA are required to report the crime to the University Police Department
Clery Reporting

• Advisors should report if a crime occurs in the following locations:
  – On-Campus Property
  – On-Campus Student Housing
  – Non-Campus Property

• To report a Clery Crime please fill out the Clery Report Form that can be found on the University Police website
Clery Reporting of Overnight Non-Campus Events

• CSUF highly encourages student organizations to provide information about any overnight non-campus events.

• CSUF must track all trips, conferences, and other stay-away activities of each registered student organization that occur past a single day.

• Student organizations are able to report the duration, location, and other details of an overnight non-campus event via a TitanLink Clery Report Form which can be completed before or after each activity.

These events may be reported to the CSUF Clery Director. Any questions related to Clery Reporting should be directed to Gwen Dack. Email: gdack@fullerton.edu or at 657-278-7286.
Quiz Time!

Please complete the following quiz questions.
By taking this training, you have learned about the Student Organization Advisor’s procedures, including:

- Student Organization Advisor’s involvement at Cal State Fullerton
- Student Conduct Policies
- Requirements for being a Campus Security Authority
For detailed information, please utilize the resources below:
Training is Complete!

Thank you for your commitment and service as a Student Organization Advisor!