

# THE STUDENT ORGANIZATION ADVISOR'S RESOURCE GUIDE

How to Understand and Reach Your Student Leaders



A Unit of the Technical College System of Georgia

Office of Student Activities  
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Waco, GA 30182  
(770) 537-5722

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**Waco, GA 30182**

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Dear Student Organization Advisors,

Congratulations on your position as an advisor to a West Georgia Technical College Student Organization! Whether you are experienced or new to your position, you are about to face a rewarding and exciting year. You have the wonderful opportunity to impact the personal growth and development of our students in many areas of their lives. The Office of Student Activities looks forward to assisting you!

This Advisor's Manual has been published to provide you with information about the available resources for you and your organization. You are encouraged to become familiar with the Policies and Procedures for Student Organizations outlined in the manual and our student handbook.

Advising a student organization can be a very gratifying experience for faculty and staff. Working with students outside structured classroom experiences or staff roles allows faculty and staff an opportunity to share information and resources and to teach hands-on skills such as leadership styles, organizational ethics, and program planning. Research suggests that student involvement correlates positively with persistence, achievement, satisfaction, career advancement and educational development.

We all should recognize that we also learn through the advising process. We make discoveries about ourselves, our responsibilities, and our communities through this process. If we embrace our roles as entry points on an ever-changing path, we can better understand, practice, and teach the value of flexibility and appreciation of the uncertainty that inevitably comes our way.

The services that we provide to advisors and student organizations are continually changing and improving. If you have any suggestions or comments about this manual or any other service we provide for students, we would be happy to hear them.

Thank you for your commitment and dedication to enhancing student life at West Georgia Technical College. Should you have any questions, please do not hesitate to call the office at 770-537-5722. The office is located in Student Services at the Murphy Campus. Best Wishes!

Sincerely,

Tjazha Mazhani, Student Activities Coordinator

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\*Any information referenced in this manual is based on departmental procedures, policies may change between publications of this document yearly. Please contact that particular department or individual for further clarification and updated information on any procedures.

## West Georgia Technical College

### Office of Student Activities Facts

#### OFFICE OF STUDENT ACTIVITIES - MISSION STATEMENT

“Cultivating the development of the total student through enriching social, cultural, physical, intellectual, and community centered activities”

The Office of Student Activities works directly with the Student Leadership Council, athletic teams, several student organizations, and other members of the college and community to develop and implement social, educational, and community-oriented programs for the West Georgia Technical College students, faculty, staff, alumni, and community members.

The Office of Student Activities is committed to the character and social development of our students. The office strives to provide leadership opportunities for students that enrich their experiences here at West Georgia Technical College.

The Office of Student Activities supports the mission of the college and its core values.

#### OFFICE OF STUDENT ACTIVITIES - OVERVIEW

The Office of Student Activities is responsible for developing, coordinating and actively implementing social, educational, and community oriented programs for students. The goal is to address the growth of the whole student inside and outside the classroom through creative and enriching activities. Learning is continuous and is enhanced through service and participation.

Accordingly, the Coordinator of Student Activities works directly with the student body, specifically the Student Leadership Council, to create an environment conducive to learning and cultural enhancement.

Joining one of the 11 student organizations can enrich a student’s academic experience and facilitate meeting other students. Students and advisors can access information at [www.westgatech.edu](http://www.westgatech.edu) including but not limited to: Registered Student Organization (RSO) Handbook, RSO Re-Certification Packet, RSO Charter Packet, Event Planning Guides, Calendar of Events, and much more. For more information, contact the Student Activities Coordinator at 770.537.5722.

## **Student Leadership Council**

The Student Leadership Council (SLC) is an assembly of student representatives who act as a liaison between the student body and the West Georgia Tech administration, faculty and staff. SLC meets regularly to discuss matters of general concern to the College community and provides input on the tenor of student opinion. SLC is the official student governance body of the institution. Some of the primary functions of SLC include the management of student activities fees in coordination with the Office of Student Activities, attending leadership trainings and conferences, student philanthropy, and maintenance of a student concerns repository. SLC members serve on many College committees, giving input that affects the welfare of students. A copy of the SLC Constitution may be obtained from the Office of Student Activities.

## **Organization Overview**

The Office of Student Activities offers numerous programs and services to fulfill its mission. The Office of Student Activities provides student leaders and registered student organizations with advisement, consultation, professional guidance and/or organizational development. The Office of Student Activities provides direct or peripheral advisement to organizations funded under the Student Activities Fee. These organizations are:

- ✓ Student Leadership Council (SLC)
- ✓ Radiological Association for the Development of Students (RADS)
- ✓ SkillsUSA
- ✓ Student American Dental Hygienists' Association (SADHA)
- ✓ Association of Nursing Students
- ✓ Student Nursing Association in LaGrange (S.N.A.I.L.s)
- ✓ Delta Epsilon Chi (DEX)
- ✓ Lambda Alpha Epsilon
- ✓ National Technical Honor Society (NTHS)
- ✓ Phi Beta Lambda (PBL)
- ✓ Phi Theta Kappa (PTK)

## Frequently Used Student Leadership Contacts



Office	Phone	Email	Service Campus	Responsibilities
<b>Student Activities</b>	770-537-5722	tjazha.mazhani@westgatech.edu	ALL	Student Organizations, Preferred Vendors Listing, Policies & Procedures, Student Center/Bulletin Board Usage Compliance, Budget Manager, Website Content
<b>Business Office</b>	770-537-5704	angie.caldwell@westgatech.edu	ALL	Purchasing
<b>Institutional</b>	770-537-5756	ben.chambers@westgatech.edu	ALL	Flyer/Marketing
<b>Advancement</b>	770-537-6010	dawn.cook@westgatech.edu		Material Approval, Fundraising Approval, Media Approval, Press Releases
<b>President's Office</b>	770-537-7940	julia.frazier@westgatech.edu	ALL	Speaking/Appearance Requests for President
<b>Academic Affairs</b>	770-836-6813	carla.bradley@westgatech.edu	Carroll	Meeting Space – Boardroom, State Car Rental (including Golden Knights van)
<b>Campus Director</b>	770-830-2180	phil.carter@westgatech.edu	Carroll	Budget Approval – Carroll Student Organizations
<b>Maintenance</b>	n/a	CarMaint@westgatech.edu	Carroll	Heavy Loading/Unloading Assistance, Custodian Needs
<b>Instructional Services</b>	770-537-5734	subrena.thompson@westgatech.edu	Murphy	Meeting Space – Conference Room 1108B
<b>Campus Director</b>	770-537-6042	gw.rogers@westgatech.edu	Murphy	Budget Approval – Murphy Student Organizations
<b>Academic Affairs</b>	770-537-6019	tonya.sparkman@westgatech.edu	Murphy	Sate Car Rental

<b>Maintenance</b>	n/a	MurMaint@westgatech.edu	Murphy	Heavy Loading/Unloading Assistance, Custodian Needs
<b>Instructional Services</b>	770-947-3816	susan.morgan@westgatech.edu	Douglas	Meeting Space – Conference Room 109A, State Car Rental
<b>Campus Director</b>	770-947-3817	lisa.doney@westgatech.edu	Douglas	Budget Approval – Douglas Student Organizations
<b>Maintenance</b>	n/a	DouMaint@westgatech.edu	Douglas	Heavy Loading/Unloading Assistance, Custodian Needs
<b>Provost &amp; Campus Director</b>	706-756-4617	susan.belcher@westgatech.edu	LaGrange	Meeting Space – Board Room 1001
<b>Financial Services</b>	706-756-4594	dianne.parrish@westgatech.edu	LaGrange	State Car Rental
<b>Maintenance</b>	n/a	LagMaint@westgatech.edu	LaGrange	Heavy Loading/Unloading Assistance, Custodian Needs
<b>Campus Director</b>	706-756-4626	tony.jones@westgatech.edu	LaGrange	Budget Approval – LaGrange Student Organizations
<b>Campus Director</b>	678-423-2000 ext. 216	tonya.whitlock@westgatech.edu	Coweta	Budget Approval – Coweta Student Organizations, Maintenance Requests, Meeting Space
<b>Enrollment Center</b>	678-423-2000 ext. 219	sandy.kelshaw@westgatech.edu	Coweta	State Car Rental
<b>Conference Centers</b>	706-756-4622	jenny.ledford@westgatech.edu	Murphy & LaGrange	Tables, Chairs, Event Space Rental, Table Cloth Rentals

## Registered Student Organizations (RSOs)

- I. Governance (An organization which exercises authority governing and serves as student ambassadors for the college)

*Student Leadership Council (SLC):* The council membership is free and open to all students in any program. This organization serves as the Student Government and Programming Board at West Georgia Technical College. Student Leadership Council members participate in fund delegation, planning events, and discussing important issues on campus. SLC also sponsors and volunteers for charity events on and off campus; attends conferences, lectures and other educational opportunities on and off campus; plans small social gatherings for students to get to know one another and large school wide events that are both fun and educational. In addition, the council offers scholarships to students in need. Monthly meetings are rotated at the Douglas, Carroll, Murphy, and LaGrange campuses. If interested, please contact one of the advisors, Tjazha Mazhani at [tjazha.mazhani@westgatech.edu](mailto:tjazha.mazhani@westgatech.edu) ; Jerry Gray at [jerry.gray@westgatech.edu](mailto:jerry.gray@westgatech.edu) or Gill Ausman at [gill.ausman@westgatech.edu](mailto:gill.ausman@westgatech.edu).

- II. Academic & Professional (An organization whose stated objective is to provide an opportunity for individuals to discuss and share information related to a specific academic discipline, topic, or interest)

*Delta Epsilon Chi (DEX):* Delta Epsilon Chi is the postsecondary division of DECA, the Distributive Education Clubs of America. DEX is a student-centered organization whose program of leadership and personal development is designed specifically for students enrolled in the Marketing Management or Culinary programs. This organization primarily meets on the Douglas campus; however students from any campus may join. If interested, please contact the advisor, George Gannage at [george.gannage@westgatech.edu](mailto:george.gannage@westgatech.edu).

*Lambda Alpha Epsilon:* Lambda Alpha Epsilon is an international fraternity for students enrolled in the Criminal Justice program. This program aids students in learning more than in-class knowledge of the criminal justice system while they create community service projects that better the community. This organization primarily meets on the Carroll campus; however students from any campus may join. If interested, please contact the advisor, Tamra Tuggle at [tamra.tuggle@westgatech.edu](mailto:tamra.tuggle@westgatech.edu).

*Phi Beta Lambda (PBL):* Phi Beta Lambda: Students who are interested in developing leadership, communication, and team skills, or simply looking for an organization to meet and network with others at local, state, or national levels may join. PBL is not just another student group—it gives members an opportunity to learn, travel, and grow as a business professional. Employers are looking for students with cutting-edge skills. PBL gives members the chance to gain these skills and prepares them for the “real-world” after college. Set yourself apart from the average graduate! In today’s highly competitive business environment, it takes more than just a degree to succeed. It requires business savvy, leadership skills, and technical knowledge. By taking advantage of the many programs that Phi Beta Lambda offers, students acquire the skills that will set them apart from the average graduate. They will be better prepared for careers, graduate school and for life! This organization has two chapters, one meeting on the Carroll campus and the other meeting on the LaGrange campus; however, students from any campus may join. If interested, please contact one of the advisors, Judy Dishman at [judy.dishman@westgatech.edu](mailto:judy.dishman@westgatech.edu), Jeremy Eason at [jeremy.eason@westgatech.edu](mailto:jeremy.eason@westgatech.edu), or Carol Pearson at [carol.pearson@westgatech.edu](mailto:carol.pearson@westgatech.edu) (Carroll campus – PBL North Chapter) or Kim Crockett at [kim.crockett@westgatech.edu](mailto:kim.crockett@westgatech.edu) or Karen Carpenter at [karen.carpenter@westgatech.edu](mailto:karen.carpenter@westgatech.edu) (LaGrange campus – PBL South Chapter).

*Radiological Association for the Development of Students (RADs):* The Radiological Association for the Development of Students is an organization for students in the Radiologic Technology program at West Georgia Technical College. This organization provides an opportunity for members to improve their leadership skills, attend educational seminars, and explore the many career opportunities available in the radiology field. This organization primarily meets on the LaGrange campus; however students from any campus may join. If interested, please contact Wanda Barbee, [wanda.barbee@westgatech.edu](mailto:wanda.barbee@westgatech.edu) or Kimberly Whitaker, at [kim.whitaker@westgatech.edu](mailto:kim.whitaker@westgatech.edu).

*SkillsUSA:* SkillsUSA is the national organization for students enrolled in classes with vocational trade, industrial, technology and health occupational objectives. West Georgia Technical College’s SkillsUSA operates under a charter granted by the Georgia Association of the Vocational Industrial Clubs of America. SkillsUSA provides student with opportunities to learn and practice leadership and employability skills. They also learn to manage their time, communicate effectively and work as part of a team. Through SkillsUSA students can prepare themselves for future education or a full-time work experience. One of the benefits of being a SkillsUSA member is the opportunity to compete for scholarships and awards that are offered by our industry partners for achievement. Members conduct business using the democratic process. Regular club meetings are scheduled each month and primarily occur on the LaGrange campus although students from any campus may join. Membership must be established prior to February in order to compete in the annual Local, State and National Skills Olympics. Interested students please contact Jim Biagi at [jim.biagi@westgatech.edu](mailto:jim.biagi@westgatech.edu) or Kim Crockett at [kim.crockett@westgatech.edu](mailto:kim.crockett@westgatech.edu).

*Student American Dental Hygienists' Association (SADHA):* SADHA is a student organization for students enrolled in the Dental Hygiene program at West Georgia Technical College. Members can attend seminars and the Georgia Dental Hygienists' Association Annual Session and may also have opportunities to apply for annual scholarships at the national, state, and local levels. This program aids students in discounts, books, and recreational activities. This organization primarily meets on the Douglas campus; however students from any campus may join. If interested, please contact the advisor, Cherie Rainwater at [cherierainwater@westgatech.edu](mailto:cherierainwater@westgatech.edu).

*Association of Nursing Students:* The Association of Nursing Students at West Georgia Technical College is part of the Georgia Student Association of Nurses. This program is for students majoring in Registered Nursing and is the way to maximize a student's experience in the nursing program. This program provides networking opportunities, NCLEX review courses, aid with books, discounts, and educational conferences in- and out-of-state. This organization primarily meets on the Murphy campus; however students from any campus may join. If interested, please contact Japonica Morris at [japonica.morris@westgatech.edu](mailto:japonica.morris@westgatech.edu) or Christina Brazier at [christina.brazier@westgatech.edu](mailto:christina.brazier@westgatech.edu).

*Student Nursing Association in LaGrange (S.N.A.I.L.s):* The Student Nursing Association in LaGrange is a student organization established to enhance the education of practical nursing students at West Georgia Technical College and to provide for specified needs of students enrolled in the practical nursing program. The focus of the group is to make the student aware of educational and employment opportunities related to the nursing field, enhance leadership skills, and provide opportunities to benefit from working as a team member. The organization participates in community service projects, such as, providing Christmas stockings for the Florence Hand Home residents and participation in meeting the needs of student on campus. The group holds fundraising activities to assist in meeting the objectives of the organization. This organization primarily meets on the LaGrange campus; however students from any campus may join. If interested, please contact the advisor Elizabeth Stargell, at [elizabeth.stargell@westgatech.edu](mailto:elizabeth.stargell@westgatech.edu).

- III. Honorary (An organization whose membership is based on academic achievement and is typically associated with a national honor society; however, this category of recognition does not necessarily indicate impact on the College's graduation honor process)

*National Technical Honor Society (NTHS):* The National Technical Honor Society is an honor society for students enrolled in technical programs who have at least a 3.5 cumulative GPA. The purpose of NTHS is to promote services, leadership, honesty, career development and skilled workmanship; to reward student achievement; to encourage and assist student education and career goal setting; to promote a stronger linkage between local and vocational-technical institutions, business and industry; and to promote the image of technical education in America. This organization primarily meets on the LaGrange campus; however students from any campus may join. If interested, please contact an advisor Shirlee Ausman [shirlee.ausman@westgatech.edu](mailto:shirlee.ausman@westgatech.edu) or Patsy Ogle, [patsy.ogle@westgatech.edu](mailto:patsy.ogle@westgatech.edu).

*Phi Theta Kappa (PTK):* Phi Theta Kappa is a highly recognized international honor society for students who achieve superior academic success at a two-year college or institution. Chapter members serve as leaders for other students and for people in the community. Membership into the Beta Theta Phi Chapter offers intellectual enrichment and personal development as well as academic scholarships. This organization primarily meets on the Carroll campus; however students from any campus may join. If interested, please contact one of the advisors, Laura Jakubiak at [laura.jakubiak@westgatech.edu](mailto:laura.jakubiak@westgatech.edu) or Bill Sewell at [bill.sewell@westgatech.edu](mailto:bill.sewell@westgatech.edu).

#### IV. New Organizations

Don't see anything that interests you? Want to form your own organization? Here's how!

Applications for new student organizations are accepted every year in the spring term. Minimum requirements to form a new organization include at least 10 interested members, a faculty/staff advisor, and a constitution. For more information and to receive an application, please contact the Student Activities Coordinator, Tjazha Mazhani at [tjazha.mazhani@westgatech.edu](mailto:tjazha.mazhani@westgatech.edu).

# The Attributes of a Good Advisor

**A***ware* : Knows what is happening with the group at all times – problems, dates of functions, etc.

**D***edicated* : Always willing to assist the organization when necessary. Enjoys being associated with the group and is very involved.

**V***isible* : Attends meetings, social functions and other special activities of the group when possible.

**I***nformed* : Familiar with the rules, policies and regulations of the college and the bylaws and constitution of the organization. Is prepared to render assistance with their interpretation.

**S***upportive*: Provides encouragement and praise to group members.

**O***pen-minded*: Willing to consider new ideas and approaches although they may not totally agree with them.

**R***espected* : Earned through being trustworthy and honest and demonstrating a genuine interest in the welfare of the group.

## **The Role of the Advisor: Some Considerations...**

Each organization is required to have an advisor. The advisor is needed to help the group meet its stated goals, and provide coherence to its initiatives. The first step for any advisor is to review the organization's constitution in order to clearly understand the group's purpose; knowing this will help the advisor determine how he/she can best assist the group. The officers of the organization should meet with the advisor to discuss their specific roles and responsibilities. Topics to be discussed should include:

### **Meetings**

- Will the advisor attend all meetings of the organization? (highly recommended)
- Will the advisor meet separately with the officers to discuss issues between regular meetings?
- Will the advisor be consulted regarding agenda items or meeting planning?
- Should the advisor evaluate the meeting with the president?

### **Planning**

- Do officers expect the advisor to assist with activity and meeting planning?
- Should the advisor be expected to know campus policies and procedures?
- Will the advisor be expected to help the group find financial resources or meeting space?
- What is the role of the advisor in determining the purposes of the group or objectives for the year?

### **Programs**

- Is the advisor expected to help with programming?

### **Problems**

- Is the advisor expected to help resolve problems in the group or mediate personality conflicts?

### **Training**

- Is the advisor expected to train officers in their roles?
- Do officers expect the advisor to provide feedback regarding their leadership?
- If yes, how should this be done?

### **Administrative**

- Is the advisor expected to maintain records for the group?
- Is the advisor expected to provide administrative support for the new group (such as getting things typed or mailed, handling contracts or negotiating contracts with outside persons, making reservations, etc.)?

Please note that none of these responsibilities are implied for the advisor; the above list is simply intended to highlight some of the common issues of advisor/officer responsibilities. The most important aspect of the advising relationship is that of mutual agreement about the role of the advisor. This agreement cannot be assumed -- it must be discussed and negotiated.

## Advisor/Student Leader Role Review Exercise

Advisors should initiate a meeting with their newly elected officers in order to openly discuss and agree upon the roles each person will fulfill within the organization. Advisors and students may use this exercise to clarify expectations and to determine the sharing of responsibilities.

### **RECRUITMENT AND RETENTION OF MEMBERS**

**Whose job is it to:            Circle One:**

- |   |                |                |             |
|---|----------------|----------------|-------------|
| 1. Collect a list of potential members and contact them regarding meetings and activities?        | <b>Advisor</b> | <b>Student</b> | <b>Both</b> |
| 2. Promote the organization through informational sessions and letters to potential members?      | <b>Advisor</b> | <b>Student</b> | <b>Both</b> |
| 3. See that additional members are recruited to carry out organizational programs and activities? | <b>Advisor</b> | <b>Student</b> | <b>Both</b> |
| 4. Properly orient new members to the organization?   | <b>Advisor</b> | <b>Student</b> | <b>Both</b> |
| 5. Train new members as they take on leadership roles within the organization?                    | <b>Advisor</b> | <b>Student</b> | <b>Both</b> |

### **MEETING PREPARATION**

- |  |                |                |             |
|--|----------------|----------------|-------------|
| 1. Select the date, time, and place for the meeting?   | <b>Advisor</b> | <b>Student</b> | <b>Both</b> |
| 2. Handle arrangements for the meeting, such as room set-up, refreshments, and necessary materials or equipment? | <b>Advisor</b> | <b>Student</b> | <b>Both</b> |
| 3. Prepare the agenda for the meeting?   | <b>Advisor</b> | <b>Student</b> | <b>Both</b> |
| 4. Send out a meeting reminder and a copy of the agenda?   | <b>Advisor</b> | <b>Student</b> | <b>Both</b> |
| 5. Invite other members of the campus or community?  | <b>Advisor</b> | <b>Student</b> | <b>Both</b> |
| 6. Make arrangements for any special presentations (videos, speeches, etc.)?                                     | <b>Advisor</b> | <b>Student</b> | <b>Both</b> |
| 7. Provide the background information or a situational analysis on a particular decision or agenda item?         | <b>Advisor</b> | <b>Student</b> | <b>Both</b> |

### **CONDUCTING MEETINGS**

- |   |                |                |             |
|---|----------------|----------------|-------------|
| 1. Provide the organization's policy perspective or position on certain issues during the meeting?              | <b>Advisor</b> | <b>Student</b> | <b>Both</b> |
| 2. Provide the college's policy position on certain issues?   | <b>Advisor</b> | <b>Student</b> | <b>Both</b> |
| 3. Delegate responsibilities and tasks to members?  | <b>Advisor</b> | <b>Student</b> | <b>Both</b> |
| 4. Conduct the meeting and maintain order during discussion?  | <b>Advisor</b> | <b>Student</b> | <b>Both</b> |
| 5. Reveal facts, share past experiences, or point out alternative approaches when members are making decisions? | <b>Advisor</b> | <b>Student</b> | <b>Both</b> |
| 6. Take minutes and see that they are typed and distributed?  | <b>Advisor</b> | <b>Student</b> | <b>Both</b> |
| 7. Generate new ideas for ongoing or new programs?  | <b>Advisor</b> | <b>Student</b> | <b>Both</b> |

8. Settle disagreements between members during the meeting? **Advisor** **Student** **Both**

***FOLLOW-UP TO MEETINGS***

1 Mail out the minutes to members along with any additional reference materials? **Advisor** **Student** **Both**

2. Write and send thank-you letters? **Advisor** **Student** **Both**

3. Follow-up with committee chairs and event organizers? **Advisor** **Student** **Both**

4. Handle the routine business of carrying out program plans? **Advisor** **Student** **Both**

***PROBLEM SOLVING***

1. Confront members not fulfilling delegated responsibility? **Advisor** **Student** **Both**

2. Solve problems or conflicts involving members? **Advisor** **Student** **Both**

3. Solve problems or conflicts involving staff? **Advisor** **Student** **Both**

4. Answer questions and clarify procedures for members? **Advisor** **Student** **Both**

5. Answer difficult questions or address criticisms about organizational activities and decisions about the community? **Advisor** **Student** **Both**

6. Make budgetary decisions? **Advisor** **Student** **Both**

(This exercise is based on "Volunteer/Staff Role Review" by Michael Marx, Ph.D.)

## The Many Hats of an Advisor (Advisor Roles)

*There are many hats an advisor may wear while working with students.*

*Hats may include, but are not limited to:*

### Mentor

Students may approach you for help with the organization, their academic and professional development, and personal development. The relationships you build with students will be rewarding for both the student and you as a mentor, these relationships can last many years.

### Team Builder

As an organization's dynamics change, you may need to assist the organization in coming together as a team. The more an organization is able to work as a team, the better equipped they are to succeed and work through the conflicts and difficulties they may face. Planning a workshop for the organization may be beneficial, whether you choose to act as the facilitator or take a step back, engaging and empowering organization officers as workshop facilitators. If you have trouble or need help planning a workshop, the Office of Student Activities may be of help!

### Conflict Mediator

Students working together in an organization may come into conflict with one another about the many dimensions of an organization. Helping the students work together and reminding that they are both working in the interest of the organization can be the first step in resolving conflict.

The students may not always be aware that their actions or attitudes are affecting others and, potentially, the entire organization. Speaking with students individually, in small groups, or as the full organization can help to clear the air for productive discussion and progress within the organization.

### Reflective Agent

Taking the time to reflect on what and how an organization is doing is an essential piece of student development and learning from co-curricular activities. To maintain a reflective dialogue, remember to allow students to speak first and then follow up with an honest assessment from you as their advisor. Remember that any feedback you do provide to students should be constructive and presented in conjunction to examples. It is then important to talk the student through improving upon their weaknesses and the ways in which you can assist them. Reflection isn't only needed in times of failure; student successes deserve equal attention and reflection!

### Educator

Despite the positive relationships you may build with the students, sometime you will need to remember that you are not driving the car, but riding in the back seat. What does this mean? The only action you take as an advisor is to do nothing. Not taking action empowers the student to *own* the decisions they make. Sometimes students will succeed, while other times they may fail. As an educator, you have enabled the student to learn. You can now put on your reflective agent hat and provide students an environment where they can reflect.

### Motivator

Organization advisors often act as the organization's cheerleader, keeping them motivated and pushing forward. Motivation can come in many forms; including reminders of goals, recognition of efforts, making connections, words of encouragement, etc...

### Policy Interpreter

Student organizations are held to the policies outlined in the RSO Handbook and any other policies or changes implemented throughout the year. An advisor that is well-versed on the organization's policies and university wide policies will be able to assist the organization in doing things appropriately.

Avoid falling into one of these roles:

- The **Attacker**: more directed than developmental; close-minded, not open to new ideas, won't listen; confrontational; jumps to conclusions without facts; uses derogatory remarks; quick to blame others
- The **Invisible One**: spread way too thin; absent from meetings and programs; unaware of what is going on; not tuned in to the organization; not visible to the students; you are just a signature
- The **Controller**: involved in everything; doesn't delegate, empower, or involve others; does not permit mistakes; controls with threats and intimidation
- The **KNOW-IT-ALL**: narrow-minded; doesn't seek out information; makes quick and random decisions without research; has unrealistic expectations; uninformed

*Adapted from Bowling Green State University's Advisor's Handbook & Colgate University Advisor's Manual*

## *Advice for Advisor/Student Relations*

- Advisors should suggest and provide input.
- In some cases, executive officers are voted into the position by the student membership, not selected by the advisor. Advisors have some influence over the membership because they can encourage certain members' involvement.
- Advisors should discuss concerns with officers in private and praise them in public.
- The group exists to serve students and not the advisor. For the most part, students should be facilitating meetings and coordinating programs. The advisor will be in the background encouraging and supporting the student's efforts.
- Rewards are generally intrinsic in nature and depend upon the accomplishments and personal growth of the group. Advisors are not guaranteed personal growth will occur and student appreciation may not be apparent for several years.
- An advisor's personal opinions should be removed when advising. Advising is not a vehicle to voice an advisor's personal or job issues and concerns.
- The advisor is not a voting member of the group. With the advisor's input, students must decide what the issues are.
- The advisor must establish a relationship with the students they work with. It should be one of caring, genuine respect, and concern.

Adapted from Mary Ann Gwost's article "Effective Student/Advisor Relationships"

Adapted from Norbert W. Dunkel & Cindy L. Spencer's article "Advice for Advisors: The Development of an Effective Residence Hall Association"

## Advising Styles and Skills

*Styles: There are four different styles advisors may adopt in approaching the students they work with.*

Style	Description	Level of Student Development
<b>Directing</b>	<ul style="list-style-type: none"> <li>• Provide specific instructions</li> <li>• Organizational activities are closely supervised</li> <li>• Advisor is looked to for help in leading the organization</li> <li>• Organizational tasks are told directly to students</li> </ul>	Low
<b>Coaching</b>	<ul style="list-style-type: none"> <li>• Advisor continues to direct and closely supervise task accomplishments</li> <li>• Explain reasoning behind decisions and organizational procedures</li> <li>• Active seeking of suggestions from the organization</li> <li>• Organization's progress is supported and encouraged</li> </ul>	Low/Medium - some student leaders exhibit a higher level of development
<b>Supporting</b>	<ul style="list-style-type: none"> <li>• Movement towards facilitating and supporting the organization's efforts</li> <li>• Responsibility for decision making moves towards the leaders of the organization</li> <li>• Encourage and provide information as seen fit</li> </ul>	Medium - students are beginning to understand concepts leading to success
<b>Delegating</b>	<ul style="list-style-type: none"> <li>• Empower student made decisions</li> <li>• Facilitate problem solving as needed or asked</li> <li>• Students control delegation and task assignments</li> <li>• Students have full ownership over the organization, its accomplishments, failures, and successes</li> </ul>	High

*Skills: As an organization develops, changes, and moves forward, the advisor will employ different skill sets*

<b>Flexibility</b>	Each student will have a different set of needs, which will be influenced by a variety of situations and circumstances. Effective advisors are able to adjust their style of advising as their student interactions vary.
<b>Diagnosis</b>	Advisors should think of themselves as a medical doctor. What the student or organization needs must be determined; many times what is needed will not align with what the student wants. Be prepared for negative responses with the understanding that learning will take place. A lesson now will help the student and organization in the future and as they move through life. Approach the new situation as a supporter, help them through the problem.
<b>Contracting</b>	Organizations choose their advisors for a reason and have a certain set of expectations. As the organizational leadership changes, it may be helpful to discuss their preferred advising style. Making this agreement in advance will help both the student and advisor understand the expectations of the relationship for future interactions.

*Adapted from Bowling Green State University's Advisor's Handbook*

## West Georgia Technical College: Advisor Responsibilities

- To be knowledgeable about, and comply with federal, state and local laws and ordinances, as well as campus policies. Inform the group of pertinent policies.
- To attend all general meetings and major activities of the organization.
- To travel with the organization whether in or out of town when they are representing West Georgia Technical College.
- To complete all travel forms and return them to the Business Office for approval.
- To complete facility requests.
- To submit pre-approval expense requests to the Campus Director of the campus on which your organization operates prior to any expenditures.
- To sign Purchase Requisitions, in accordance with the requirements of the Campus Director of the campus on which your organization operates.
- To inform the Office of Student Activities of any changes that may occur within the organization.
- To be primarily responsible for the behavior of its members.
- To inform the Office of Student Activities of any judicial issues related to the members of the organization.
- To ensure that at least one member of your organization attends monthly Student Leadership Council meetings with a report of your organization's progress or provide an email report if absent.
- To ensure that all financial obligations of the organization are met in a timely manner.
- To ensure that your organization submits a Re-Certification packet each fiscal year.

## **GROUP DEVELOPMENT**

### TUCKMAN'S MODEL OF GROUP DEVELOPMENT

Tuckman and Jensen (1977) categorized groups into five stages. In the forming stage, members determine their place in the organization, go through a testing or orientation process, and are more independent. In the storming stage, the organization has members who react negatively to the demands of whatever tasks need to be accomplished, conflicts rise, and there is a high level of emotion. In the norming stage, in-group feelings and cohesiveness develop – members accept the rules of behavior and discover new ways to work together. In the performing stage, the group is very functional in dealing with tasks and responsibilities. They have worked through issues of membership and roles, and focus their efforts to achieve their goals. In the adjourning stage, groups bring finality to the process. Following are activities/ways to assist the executive board and members during each stage:

#### **Forming:**

- Develop icebreakers to help members get acquainted.
- Coordinate a retreat or workshop.
- Review the mission and purpose with the membership.
- Identify expectations of members and officers.
- Share organizational history and tradition with officers.
- Provide information about institutional policies and procedures.
- Have individual meetings with the president.
- Talk about meeting management, planning programs, and team building with officers.
- Provide an initial “to-do” list for officers.

#### **Storming:**

- Provide mediation resources when needed.
- Teach confrontation/communication skills.
- Hold a roundtable discussion on issues.
- Review the mission statement, purpose, and expectations to redefine the group's action plans.
- Conduct a group decision-making activity.
- Discuss/review officer roles.
- Develop a “rebuilding” team activity.
- Remind everyone that this stage is a natural part of the formation of the group.

#### **Norming:**

- Schedule a more in-depth team-building activity.
- Have members design t-shirts, pins, etc. to id group.
- Assist in starting a new program to create tradition.
- Review/establish new goals for the organization.
- Maintain relationships to avoid reverting back to the storming stage.

#### **Performing:**

- Ensure the organization and members have a task.
- Give feedback about what is going well/what can be improved upon for next year.
- Step back and allow the organization to perform.

#### **Adjourning:**

- Develop a closure activity to help members determine what they have

- learned/how they have benefited.
- Conduct an assessment/evaluation of the past year.
  - Develop transition reports for new executives.
  - Ensure that a plan of recognition is in place; coordinate awards, statements or expressions, or gifts, of appreciation.
  - Encourage out-going officers to assist the in-coming officers with transition.
  - Identify how the organization contributed to the history or tradition of the organization.
  - Ensure minutes, reports, etc. are stored/maintained.
  - Record contact information for departing/graduating members.

(Dunkel & Schuh, *Advising Student Groups and Organizations*, pp. 87-89.)

### Advisor’s Self-Evaluation Checklist

Feel free to answer the following questions as they relate to your role as an organization advisor. The answers should serve as a guide to help you become the best advisor you can be!

Yes	No	Item
_____	_____	I actively provide motivation and encouragement to members.
_____	_____	I know the goals of the organization.
_____	_____	I know the group’s members.
_____	_____	I attend regularly scheduled executive board meetings.
_____	_____	I attend regularly scheduled organizational meetings.
_____	_____	I meet regularly with the officers of the organization.
_____	_____	I attend the organization’s special events.
_____	_____	I assist with the orientation and training of new officers.
_____	_____	I help provide continuity for the organization.
_____	_____	I confront the negative behavior of members.
_____	_____	I understand principles of group development.
_____	_____	I understand how students grow and learn.
_____	_____	I understand the principles that lead to orderly meetings.
_____	_____	I have read the group’s constitution and bylaws.
_____	_____	I recommend and encourage without imposing my ideas and preferences.
_____	_____	I monitor the organization’s financial records.
_____	_____	I understand the principles of good fund raising.
_____	_____	I understand how issues of diversity affect the organization.
_____	_____	I attend conferences with the organization’s students.
_____	_____	I know the steps to follow in developing a program.
_____	_____	I can identify what members have learned by participating in the organization.
_____	_____	I know where to find assistance when I encounter problems I cannot solve.

*Adapted from “Advising Student Groups and Organizations”: Dunkel, Norbert and Schuh, John*

## **RESPONSIBILITIES OF STUDENT ORGANIZATIONS**

Student organizations at West Georgia Technical College are chartered by the college and, when chartered, become officially recognized organizations that may avail themselves of all privileges relating thereto. An officially chartered student organization will not use its official status for any purpose other than its own organization; this shall include, but not be limited to, financial gain for individuals, sponsoring activities for an unchartered group, and reserving facilities and conducting business for an unchartered group.

Student organizations are characterized by a written constitution and bylaws, officers, an advisor, and a program of projects and activities through which they attempt to carry out their objectives. The following chartering policies apply to all student organizations.

### ***Nondiscrimination by Organizations***

Any student organization selecting its membership upon the basis of restrictive clauses dealing with race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, disabled veteran, veteran of the Vietnam Era, or citizenship status in so far as included by law will be considered to be operating in conflict with college policy.

The Technical College System of Georgia and its constituent West Georgia Technical College do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all educational programs and activities, including admissions policies, scholarship and loan programs, athletic and other Technical College System and West Georgia Technical College administered programs, including any Workforce Investment Act of 1998 (WIA) Title I financed programs. It also encompasses the employment of personnel and contracting for goods and services. The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

The college is in compliance with the regulations of Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the 1978 Georgia General Assembly Act 807.

Equity (Title IX) Coordinator is V.P. for Student Affairs, Section 504/ADA Specialist is V.P. of Administrative Services. Both are located at 176 Murphy Campus Blvd., Waco, Georgia. (770)537-6000

## **RIGHTS AND PRIVILEGES OF A RECOGNIZED STUDENT ORGANIZATION (RSO)**

Upon official recognition by the College, an organization becomes eligible to participate in College approved student activities and is given the following rights and privileges:

- A. Use of the College name and facilities.
- B. Opportunity to sponsor on-campus events, programs, and fundraising activities.
- C. Funding from student activity fees.
- D. Advisement or co-advisement by the OSA staff to selected organizations.
- E. Technical Assistance for organizations and their advisors.
- F. Reserve College facilities, equipment etc.
- G. Hold fundraisers with approval from the Vice President of Institutional Advancement.
- H. Sponsor campus-wide activities.

- I. Invite speakers to campus.
- J. Sponsor on-campus social activities.
- K. Publicize sponsored activities on campus.
- L. Recruit students as members.
- M. Develop website visibility through the Office of Student Activities.
- N. Apply and use services provided by the Office of Student Activities.
- O. Access to on-going leadership training and events.
- P. Receive invitations to special events and committees.

## **OBLIGATIONS OF A RECOGNIZED STUDENT ORGANIZATION (RSO)**

Each RSO pledges itself to the following obligations:

- A. Follow the stated purpose of the organization. An officially chartered student organization will not use its official status for any purpose other than its own organization. Sponsoring activities for an unchartered group, reserving facilities, and carrying out business for an unchartered group is strictly prohibited.
- B. Use of activity fee monies must conform to the purposes and practices approved by West Georgia Technical College. Organizations are expected to meet their financial obligations on time and use the funds prudently and appropriately.
- C. Sponsor only such projects that will benefit both the group and/or the College.
- D. Practices of RSOs shall not be contrary to stated policies of the College. All students and student organizations are responsible for their conduct and are responsible for familiarizing themselves with the standards and regulations of the College. Specific regulations are referenced in the Student Code of Conduct and the RSO Handbook.
- E. Any changes in an organization's constitution after initial approval must be submitted to the Office of Student Activities for recordkeeping.
- F. Each RSO must have at least one faculty/staff advisor who is interested in the purpose of the organization and gives counsel and advice to the organization. Advisors must be a full-time faculty or staff member at West Georgia Technical College and should be selected or appointed for a one year term. The organization should review the advisor's position on an annual basis.
- G. Each organization is responsible for maintaining adequate communication with the Office of Student Activities.
  - 1. RSOs are required to complete a charter renewal update form each year. The Office of Student Activities will send appropriate forms to the president and advisor named at the time.
  - 2. An organization will be classified as "inactive" upon failure to submit an annual renewal form. Inactive organizations cannot exercise any of the privileges granted to recognized groups. Active status shall be reinstated only upon completion of the annual renewal form within one year.
  - 3. Failure to complete an annual renewal form within one year of inactivity will result in the loss of the organization's recognition. The organization will be deleted from the files and must follow all application procedures to be chartered as a new organization.
- H. The Office of Student Activities sponsors certain meetings and activities that are deemed very important to clubs and organizations. These special meetings may have mandatory

attendance. Failure to attend a required meeting may result in the loss of the organization's recognition status.

## RECOGNIZED STUDENT ORGANIZATIONS POLICIES & GUIDELINES

- A. **Social Events:** Groups conducting social events are required to follow these guidelines:
- May not discriminate based on race, creed, sex, or any other manner
  - No open parties – members and guests only
  - Must have an advisor who is a full-time member of West Georgia Technical College faculty/staff
  - May not use organizational funds to purchase alcohol or other inappropriate items, alcohol and illegal drugs are strictly prohibited on campus
  - Members must be in good standing with the College
  - All regulations for student organizations apply
- B. **Membership:** To participate actively in organizational activities, a student must be a regularly enrolled student. Membership requirements are left to the discretion of the organization. Criteria beyond those set by the organization may be imposed by the College, if it deems the impact of the organization on the total campus warrants such additional criteria. Any student organization selecting its membership upon the basis of restrictive clauses dealing with race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, disabled veteran, veteran of the Vietnam Era, or citizenship status in so far as included by law will be considered to be operating in conflict with college policy. Members of the faculty or other non-students cannot vote or hold office. Advisors are ex-officio members and do not vote.
- C. **Academic Responsibility:** Students are encouraged to take their academic responsibility seriously and speak with their advisor if they feel the work of the organization is negatively affecting their grades. GPA requirements for specific organizations should be reflected in constitutions. Officers should have a minimum 2.0GPA. It is the advisor's responsibility to verify the GPA of its members and monitor their progress. In doing so, ensure you have written consent from the student. Should an advisor feel that a student requires additional help, the Office of Student Activities will be able to refer a tutor or other support. Please make sure to remain in compliance with all FERPA laws specified in the Student Handbook.
- D. **Funding:** Most programs sponsored by an organization will be financed through the organization's funds which are managed by the campus director on the campus which the organization regularly meets. If additional funds are needed, fundraising activities with the express approval of the Vice President of Institutional Advancement are encouraged. Membership dues are also another means to increase organization revenue. As a final option, the Student Leadership Council (SLC) has set aside a portion of the allocated student activity fee monies to encourage organizations to sponsor activities that can benefit all students.

# Facilities

## Guidelines for use of Classrooms

The use of academic buildings is primarily for academic purposes. In special cases, per the approval of the Instructional Manager on that campus, classrooms may be permitted event space during off peak hours for class.

## Guidelines for use of Student Centers

1. The student center is an open place for students to meet and fellowship with other students.
2. Registered student organizations are not allowed to host an official meeting in the student center. However, the Student Leadership Council may hold general meetings or forums in the student center to gain student input for policies and other issues of concern.
3. Non-chartered organizations or groups are strictly prohibited for use of the student center as a meeting or organization space.
4. Student organizations requesting usage of the Student Center for an event should forward their request to the Office of Student Activities.
5. Selling and soliciting are not allowed anywhere in the Center, except by individuals who have obtained written permission from the Vice President for Student Affairs or the President.
6. Posting requirements for the student center and other campus locations must be followed or RSOs will lose their privileges.
7. Furniture in is not to be moved. If you need the additional space, you must put the furniture back in position immediately after your event. Please request maintenance assistance in the moving of furniture.
8. Removal of all publicity items from the campus must occur within 24 hours after your event or meeting date has expired.
9. Immediately after usage of the student center, sponsoring organizations must clean up and return it to its previous state.

## Use of Grounds by Campus Organizations

Sections of the campus grounds may be used for picnics and outdoor events with prior written approval and in accordance with the procedures applicable to facilities. Approval should be sought from the Campus Director.

## Facility Reservations and Use

On campus facilities are reserved via the campus contacts listed in the directory. Policies governing the facilities will differ from campus to campus, and care should be taken to become aware of this. Attendance at events should not exceed the maximum capacity in order to meet all safety and fire regulations.

For reservation of meeting rooms, please see directory for campus specific contacts. For use of the Student Center, please contact the Office of Student Activities.

- It is highly suggested that requests be submitted at least three weeks prior to the event.
- An activity may not be held on West Georgia Tech's campus if it is likely to be destructive of the College's facilities or disruptive of the College's programs. If such destruction or disruption occurs, the sponsoring organizations will be held responsible for costs incurred in repairing damages.
- RSO's are not able to use spray paint, glitter or other decorative objects that are liquid have the potential to stain the flooring or carpet.

All student activities held on West Georgia Technical College property must adhere to College policies. For use of facilities by non-affiliated groups or individuals, please consult Student Affairs. As a general rule, only recognized student groups or organizations may use College facilities. At campus events, students may not serve food that they cooked or prepared themselves. Any food that is served must be purchased from licensed vendors and must meet all state and federal health regulations.

### **Conference Center**

The Conference Centers for West Georgia Technical College provide individuals and organizations with superior customer service, facility rentals, and entrepreneurial incubators. This is accomplished through offering rental facilities that include two strategically located conference centers at the Murphy Campus and the LaGrange Campus. Both have maximum occupancies of up to 1,200 people, traditional classrooms, computer labs, tiered lecture halls, meeting space, and entrepreneurial incubators that include office space and utilities such as electric, gas, water, phone, and high-speed Internet access. Conference center space for events are reserved through the Conference Center Coordinator, please see directory for contact information.

### **Multimedia Usage**

Requests for specialized equipment operators must be made in writing to [support@westgatech.edu](mailto:support@westgatech.edu). West Georgia Tech staff and faculty are responsible for any student use of equipment and media services. WGTC Library assists in checking out laptops. Be sure to request the specific type of software needed, all library laptops do not have the same capabilities. Additionally, all campuses are equipped with the Tandberg videoconferencing system to ease travel of students and faculty/staff for meetings.

# Flyer Posting Guidelines

## I. GENERAL PROVISIONS

1. Departments and officially registered campus organizations may post notices, handbills, non-commercial advertisements and posters on the bulletin boards located in the buildings and snack room bulletin boards.
2. All postings with the College name and/or logo require prior approval by the VP of Institutional Advancement.
3. Those desiring to place notices on bulletin boards must have them approved by the Office of Student Activities or Campus Director: also those who wish to post a banner on campus must get approval from the Campus Director.
4. Do NOT post flyers on top of official WGTC advertisements.
5. Notices, handbills, and posters are to be placed only on bulletin boards and kiosks. They may not be taped to doors, windows, light posts, or walls (interior or exterior of buildings), or stapled to trees or placed on cars.
6. All materials must have the name of the sponsoring department/student organization and the date of the event along with contact information printed on all materials. All materials advertising social events must have beginning and ending times listed.
7. Material should not contain any alcoholic words/pictures or any material that could be viewed as offensive. The Office of Student Activities will have final authority regarding questionable flyers (i.e. parties, & untraditional events, etc.).
8. There is a TWO week maximum posting time unless approval is given for an extension by the Office of Student Activities.
9. Boards will be checked weekly for compliance.

## II. POSTERS

1. Posters are defined as standard poster boards not to exceed 14" x 24".
2. Placement of posters is restricted to bulletin boards and must be fastened with tape or tacks.

## III. HANDBILLS

1. Handbills are any printed material smaller than 14" x 24".
2. Handbills may not be handed out on campus; they must be posted on bulletin boards.
3. Handbills may not be placed on cars.

## IV. ADVERTISING

1. Any index sized (3" x 5") sheet may be used for personal advertising, including book sales.

2. Commercial advertising is not permitted.

#### V. POSTING BY OFF-CAMPUS GROUPS

1. All off-campus organizations must check with the Office of Student Activities or Campus Director before posting any material on campus.

2. Off-campus organizations must comply with the same guidelines set for campus organizations.

#### VI. POSTING BY INDIVIDUALS

1. The privilege to post is extended to officially recognized campus organizations and departments only. Students are allowed to post book sales on index sized sheets. All other individual posting is not allowed, unless specifically approved by the Office of Student Activities.

NOTE: Some bulletin boards have been designated for use by certain organizations/departments. No other organization or individuals will be allowed to use these bulletin boards.

# PURCHASING AND PROCUREMENT

## Getting a Check for Events

1. **All check requests should be made at least 3 weeks prior to the proposed event.**
2. Funds may be requested ONLY AFTER approval from the Campus Director and then by completing a purchase requisition, which can be obtained from SharePoint.
3. WGTC does not pay taxes, please use the Tax Exempt Form located in SharePoint.
4. Purchase requisitions must be filled out completely including Vendor Tax ID#.
5. Purchase requisitions must be submitted initially with a quote from the vendor. Only after receiving a Purchase Order Number from the Business Office should you then place the order and submit the invoice to the Business Office.
6. All receipts and shipping slips must be turned into the Business Office after receipt of materials/services.
7. All reimbursements should be made using the proper form & procedures in SharePoint.

## Petty Cash

Petty cash is authorized up to \$100 per transaction, and must be requested during normal West Georgia Tech Business Hours. These requests must be made in writing and MUST have the approval of the Campus Director. The Petty Cash form can be found in SharePoint and should be submitted to the Cashier. The use of Petty Cash does not preclude you from pre-planning. Splitting transactions exceeding \$100 or requesting reimbursement for less than the full expense is not allowed. Food cannot be bought using petty cash.

**Proper petty cash accounting requires custodians to obtain receipts, record expenditures and make payments only for authorized expenditures.** A sales slip or other receipt MUST be turned into the Cashier for each expenditure. WGTC does not pay or reimburse for taxes, please use Tax Exempt Form. Please use SharePoint to view full guidelines and tax exempt form.

**The petty cash fund should always balance.** The total cash on hand plus the total receipts and reimbursement requests in process should equal the original amount of the petty cash fund.

## P-Card

Individual student organizations and advisors cannot have a P-Card. In the case that you need the use of a P-Card, please contact the Student Activities Coordinator at 770.537.5722.

## Travel Regulations

The Business Office has a host of Travel Regulations in accordance with state regulations. Advisors may view this document on SharePoint, please examine it thoroughly to ensure thorough knowledge of mileage reimbursement, Per Diem, and lodging information. Please contact the Business Office for full travel regulations.

## Sample Event Function Sheet

This document can help organize events and inform all applicable departments about your events. For an electronic version of this document, contact the Office of Student Activities at [tjazha.mazhani@westgatech.edu](mailto:tjazha.mazhani@westgatech.edu).

# WEST GEORGIA TECHNICAL COLLEGE

## Event Function Sheet-Recruitment and Retention Day

**Contact: Tjazha Mazhani (770)537-5722 – Student Activities Coordinator**

**EVENT DESCRIPTION:** The Annual Recruitment and Retention Day will be an opportunity to market West Georgia Technical College to prospective high school students as well as an effort to retain our current students. The event is a joint venture between the Office of Student Activities and the Office of Admissions, in collaboration with the U.S. Army. The event will feature an opportunity for students to speak with admissions counselors, financial aid, varied departments, and go on campus tours. The event will also have a host of free activities including a rock climbing wall, video games, a karaoke/CD making machine, a sketch artist, air brushed tattoos, a DJ, and an on-site cookout.

**DATE:** Wednesday, April 22, 2009

**VENUE:** Murphy Campus Quad (Rain Location: Foyer)

**TIME:** 10:00am-2:00pm

**ANTICIPATED ATTENDANCE:** 400 people (high school & current students; faculty & staff)

### SCHEDULE OF EVENTS / TIMELINE (DAILY):

#### April 22

8:00am-8:30am: Maintenance/conference center sets up tables and chairs, brings Coke products/coolers outside; Event Coordinators and volunteers arrive

8:30am-10:00am: Army arrives to set up rock climbing wall/Hummer/video games; Catering arrives to set up tent, grill, and food; Attractions arrives to set up machines/booths;

9:30am-10:00am: Departments arrive to set up; DJ arrives to set up

10:00am-10:30am: High School students arrive

2:00pm-3:00pm: Clean Up

**DEPARTMENT NOTES**

**MAINTENANCE SERVICES/CONFERENCE CENTER**

- Please provide 14 tables, please see attached diagram for details
- Please provide 18 chairs for the tables, see attached diagram for details
- Please provide 4 large trash cans
- Please provide extension cords and an outlet to plug equipment into for DJ, Army, and Attractions; see attached for needs
- Please assist Catering, DJ, Army, and Attractions in unloading, if necessary

**STUDENT ACTIVITIES**

- Bring games & balloons
- Bring giveaways/bags
- Contact person for Attractions, Catering, DJ, & SAC Volunteers

**ADMISSIONS:**

- Contact person for Army, WGTC departments, & high schools
- Bring giveaways/bags

**CONTACT PERSONS**

NAME	RESPONSIBILITY	CONTACT INFORMATION
	Event Coordinator; Student Activities Coordinator	
	Event Coordinator; Admissions Counselor	
	Event Coordinator; Murphy Campus Director	
	Director, Admissions	
	Vice President, Student Affairs	
	Maintenance Supervisor	
	Maintenance Technician	
	Conference Center Assistant	