

# Adviser Manual Cheat Sheet

Your role is crucial in developing Ithaca College students as leaders both on campus and in their community. In addition, you will be guiding students as they learn skills that will help in their own development.

## The Top 10 Things to Know as an OSEMA Student Organization Adviser!

1. Advisers provide guidance, insight, and perspective to students as they work on projects but they do NOT complete the work for them. This is an opportunity for them to grow, learn, and become leaders.

2. It is an honor to be asked to be an adviser, and many advisers develop successful professional relationships with students through their student organizations.

3. As early-on in your process to gearing-up the student organization, expectations for your role as an adviser and for the role of the student organization as a whole should be discussed and formally decided upon with the current executive board of the student organization.

4. All student organizations must be recognized each year. You will have to sign an *adviser agreement*. The Agreement states: "As an adviser of an OSEMA recognized student organization, I agree that I am responsible for communicating with the student organization, signing and approving financial documents (funding allocations, travel authorization, etc.), attending events as needed, and following all OSEMA adviser requirements."

5. All student organization events with outside vendors must have written agreements (contracts) pertaining to the services that must be approved by staff members in OSEMA.

\*You, as the adviser, are not authorized to sign contracts for student organizations.

6. All events need to follow IC policies; there are guidelines for off-campus events, after-hours events, events with alcohol, etc. Check the *Student Organization Guidebook*.

7. Advisers should be aware of budgets and encourage sound fiscal management by ending the year with a balanced budget. More information about student organization finances can be learned *here*. Funding for student organizations can be acquired through the Student Government Association, Co-Sponsorship, Donations, and Fundraisers.

8. Before making any travel arrangements the student organization's designated trip coordinator must schedule a *Request-To-Travel Meeting* with a Student Organization Finance and Travel Team Specialist in OSEMA.

9. Additional resources such as AIM (Advising in a Minute), OrgSync, Club Hub, and Leading at IC should be used as references. More information about these resources for and additional adviser resources can be found *here*.

10. The *Adviser Worksheet* is designed to help you and your student organization establish expectations. This should be done every year. It is not required by OSEMA; however, it is a helpful tool you can use with your students.

