The
DUKE
FIELD GUIDE for
STUDENT ORGANIZATION ADVISORS
2018-2019 EDITION
THANK YOU FOR DECIDING TO SERVE AS A 2018 - 2019 STUDENT ORGANIZATION ADVISOR! PLEASE ALLOW THIS HANDBOOK TO SERVE AS A RESOURCE IN ADDITION TO THE UCAE (UNIVERSITY CAMPUS ACTIVITIES & EVENTS) STUDENT INVOLVEMENT TEAM. YOU WILL FIND HELPFUL INFORMATION INCLUDING UNIVERSITY POLICIES, ORGANIZATIONAL RESPONSIBILITIES, FUNDING AND BANKING RESOURCES, EVENT PLANNING GUIDELINES, AND BEST PRACTICES. YOU WILL ALSO FIND IDEAS FOR ENCOURAGING AND SUPPORTING YOUR STUDENTS, BOTH THOSE IN LEADERSHIP ROLES AND THE GENERAL MEMBERSHIP, AS THEY PURSUE OPPORTUNITIES ACROSS CAMPUS.

Introduction
Stop and Reflect

WHY DID YOU CHOOSE TO ADVISE A STUDENT ORGANIZATION?
Dear Student Organization Advisors,

We recognize that student organization advisors play a critical role in the development of their groups, and we would like to thank you in advance for your dedication and all of your contributions this academic year. It is important to think of every interaction with your students as a learning and leadership opportunity that we encourage you to take advantage of. Through you, students can better understand their group’s mission and how to positively contribute to the culture on campus. The mission of our institution calls upon students to lead while at Duke and beyond.

Thank you for your service as an advisor to a student organization. Duke University provides students with a wide variety of opportunities to become involved on campus and throughout the community. There are over 600 registered undergraduate and graduate student organizations here at Duke including:

- Academic
- Arts/media/publications
- Athletic and recreation
- Campus governance
- Career and professional
- Common interest
- Community building
- Cultural
- Environmental/science/technology
- Faith/religion/spirituality
- Personal development and wellbeing
- Political/service/social action

This handbook is intended to assist you in your efforts to actively advise a student organization. If you have any questions, please contact our office at 919-684-4741 or stop by to see us on the second floor of the Bryan Center.

Sincerely,

UCAE: Student Involvement Team
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THE ROLE OF ADVISORS
YOUR ROLE

How are you supporting the personal development of your students?

• Given the myriad of purposes, activities, and objectives of various student groups, the role of the advisor will vary. The UCAE Student Involvement Team believes that supporting student organizations is a team effort. In your role as an advisor, you should be both accessible and interested in the well being of the organization. The Student Involvement Team commits to being your first line of support and appreciates your support in the continued process of educating leaders and empowering organizations to have a successful year.

Together, the President and the Advisor:

• Review the organization’s constitution as well as the Duke Community Standard In Practice

• Understand the financial status of the organization

• Set general expectations for the advisor and student relationship

Benefits of Advising:

• Help students learn and develop new skills

• Develop a personal relationship with students

• Further personal goals or interests by choosing to work with an organization that reflects one’s interests

• Work with a group year after year and seeing the organization grow

• Make an impact on the lives and experiences of student leaders
TOP 10 ADVISOR DO’S AND DON’T’S

Do’s

1. Reach out to UCAE for assistance, and be willing to collaborate with other members of the Duke community!
2. Assist officers with procedural matters.
3. Be knowledgeable of the group’s purpose and constitution and help the general membership adhere to them.
4. Empower students to take action and to find satisfaction in seeing the organization succeed.
5. Allow the students to make the decisions while you provide guidance and advice.
6. Develop clear expectations about the role of the advisor and your relationship to the organization.
8. Enjoy the impact you can have on students’ development. Help to develop the leadership potential within the group.
9. Be visible and choose to attend group meetings and events that work for your schedule.
10. Help your group set realistic goals and encourage them to keep each other accountable.

Don’t’s

1. Be the leader or “run” the meeting.
2. Feel that you need to know the answer to every question.
3. Manipulate the group, impose, or force your opinions.
4. Tell the group what to do, or do the work of the president or other members of the leadership team.
5. Take ownership for the group, be the “parent,” or the smothering administrator.
6. Be afraid to let the group try new ideas.
7. Become such an advocate that you lose an objective viewpoint.
8. Allow the organization to become a one-person organization.
9. Assume the group handles everything okay and doesn’t need you.
10. Assume the organization’s attitudes, needs, and personalities will remain the same year to year.

Adopted from ACPA Advisor Manual as of 6.2009
WHAT MAKES AN ALL-STAR ADVISOR?

*These quotes were taken directly from STAR Advisor Nomination Forms:

“Even group members who aren’t fortunate enough to see Jessie with the same regularity as I, are amazed at her finesse with dealing with us. She isn’t just about the business, but stays updated and involved with our personal growth and development at Duke. She has personally helped me develop my strengths as an individual, and what I have learned from her has helped me succeed in other aspects of my life.”

“I could tell you that Nancy is an incredible advisor...that she goes out of her way on a daily basis to attend student club meetings, provide support wherever possible, hand out a MUCH-needed hug... It’s all 100% true, but Nancy is so much more than that. She cares so deeply about each individual student and goes above and beyond the call of duty every. single. day.”

“Ali never ceases to amaze me with her dedication to students and absolute commitment to making sure that the students she advises are pushed to succeed while also feeling like they are in a safe space to do so. She is always willing to find time to talk, even with one of the busiest schedules of anyone I know. I often drop into her office for life advice, organization advice, and planning advice. She takes time out of her late evenings to sit in on club and group meetings to make sure that everyone is informed at all levels of an organization and that anyone has the chance to ask her questions directly.”

“Dr. Bucholz has been extremely supportive of our student group. She is always there for us and coming up with ideas to help us improve our events and reach more students. Dr. Bucholz always has her door open to us despite her busy teaching schedule. She truly shows that she cares about our group and students. Dr. Bucholz has really gone out of her way to help us start this student organization and ensure its success.”

“Joanne always pushes us to think more critically of social behaviors – how what we do and who we are fit into larger narratives involving race and gender politics. More than that, she always comes from a place of encouragement, humor, and love. Not only do her words and ideas command attention, but her personality and her smile are also magnetic.”

“Sam is the most helpful Duke staff member I’ve ever interacted with. He truly and deeply cares about our group, and it’s apparent from the numerous ways he supports us. He’s always reaching out with fundraising support and helps us plan and facilitate the field trips in such a way as to make it seamless every year.”
REGISTRATION

Registration is an annual process submitted in DukeGroups to ensure that we have updated information for your group. Advisors are not allowed to register student organizations in DukeGroups, as the person submitting the registration will automatically become the primary contact in the system. This process includes but is not limited to updating the organization’s profile picture, interests, categories, roster information, and constitution.

There are five different types of undergraduate student organizations at Duke: SOFC Chartered, SOFC Recognized, Departmental, Greek, and Residential. As you can see in this flowchart, each type comes with different requirements. If you are not sure of your organization’s type, you can find this information on their DukeGroups profile at dukegroups.com. This flowchart is also available on the UCAE website.
ACCOUNTABILITY

This outline is provided to create a transparent, common foundation and consistent accountability process. There are three levels of student group accountability, each with corresponding minimum action. Each level provides the ability to connect with the Student Involvement Team to proactively support the group and limit further inappropriate actions. Keep your organization out of the penalty box by helping them interpret and follow University and UCAE policy.

Stop and Reflect:
- What need does your organization fill on campus?
- How can you use your campus connections to the group’s advantage?

LEVEL 1: WARNING
FIRST AND/OR MINOR INFRACTION

Formal e-mail to group president, treasurer, and advisor which will include:
- An overview of the infraction and restatement of expectations
- A list of appropriate support services, programs, and resources
Notification of warning may be shared with appropriate Duke staff as necessary
Further violations may result in an escalation to a higher level

LEVEL 2: AT-RISK
CONTINUED AND/OR MODERATE INFRACTION

Formal e-mail to group president, treasurer, and advisor which will include:
- An overview of the infraction and restatement of expectations
- A list of appropriate support services, programs, and resources
Added to the At Risk Organizations List, which is shared with the Division of Student Affairs staff and campus partners
Organizations are removed from the At Risk Organizations List after new presidents and treasurers are appointed/elected, and incoming leadership and advisor have completed the Action Plan Meeting with UCAE Student Involvement Team, Advisor, President, and Treasurer to discuss an action plan for preventing future issues
All organization members required to complete online training
Further violations may result in an escalation to a higher level

LEVEL 3: FROZEN
CONTINUED AND/OR SEVERE INFRACTION

Actions from previous levels, plus:
- Added to the Frozen Organizations List, which is shared with the Division of Student Affairs staff and campus partners
- Organizations are removed from the Frozen Organizations List and placed on the At-Risk Organizations List after a minimum of one month and compliance with all expectations discussed at the required meeting with UCAE Student Involvement
Loss of privileges:
- Fund code frozen resulting in an inability to access funds
- Inability to reserve event spaces
- Inability to host events
- Organization hidden from directory search in DukeGroups
IMPORTANT POLICIES

STUDENT ORGANIZATION POLICIES ARE SUBJECT TO CHANGE AND MAY BE UPDATED AT ANY TIME
The Duke Community Standard

The Duke Community Standard expresses a standard for behavior - a set of expectations of students who claim membership in Duke’s learning community. All incoming undergraduates, upon admittance to Duke, are required to sign a pledge to adhere to these values and to conduct themselves in accordance with these values throughout their undergraduate careers. The DCS, thus, is a statement of principles. The specific policies, or rules and regulations of the University, define the conduct for which students can be held accountable. For more information, please visit studentaffairs.duke.edu/conduct/about-us/duke-community-standard

THE DUKE COMMUNITY STANDARD

studentaffairs.duke.edu/conduct/aboutus/duke-community-standard

UCAE Policies

UCAE is a dynamic organization that aims to provide exceptional services. UCAE is constantly changing with the landscape of the University and adapting to student needs and culture. For that reason, internal policies are also dynamic to make the experiences of student organizations as smooth and successful as possible. Students are expected to check the UCAE website regularly to stay informed on the most up-to-date policies.

FREQUENTLY ASKED ABOUT

This is a list of the most frequently asked about student organization policies. Detailed descriptions of each policy are available on the UCAE website. This list is not comprehensive and policies can change throughout the year as the needs of student organizations change. Student organizations are expected to follow all University, UCAE, and Duke Community Standard policies and should regularly check the student organization policy section of the UCAE website for updates.

STOP AND REFLECT

HOW DO YOU ENSURE THAT YOUR GROUP IS CONTRIBUTING TO A POSITIVE DUKE COMMUNITY BY FOLLOWING POLICY?
Approved Caterers
The Approved Caterers list can be found online at: studentaffairs.duke.edu/ucae

Chalking
Chalking is prohibited on any surface, including, but not limited to, sidewalks, archways, and benches.

Contracts
Students can never sign contracts on behalf of their student organizations. All student event contracts should be submitted to university staff for review and signing.

Event Registration
If you have an event taking place that meets any of the following criteria, your event must be registered at least 4 weeks prior to the event date.
- Estimated attendance of 100+
- Alcohol present
- Outdoor amplified sound
- Guest Speaker
- Political campaign events featuring political candidate for office and/or voter registration drives
- Contracts involved and/or paid performer
- Off-campus attendees and participants (includes minors)
- Charging admission
- Outdoor recreation events (5Ks, races, field days, etc.)

Event Security
The Duke University Police Department provides police and security services for special events, for more information please visit http://police.duke.edu/services/events/index.php

Events with Alcohol
For ALL events involving alcohol, there must be one Party Monitor for every 25 expected attendees. Party Monitors must have completed one training each academic year. When planning an event, names of Party Monitors must be submitted with the Space Request, Program Notification Form, and through Dukegroups.com.

Gambling & Raffles
According to the current Duke University Information and Regulations Bulletin, it is against North Carolina state law and Duke University policy to gamble. A person/organization is guilty of gambling if they operate, play, or bet at any game of chance at which any money, property, or other thing of value is bet. The current version of the NC state law can be found in Section 3.(e) of the North Carolina State Lottery Act.

Gifts, Prizes, and Awards
Approval must be obtained from UCAE prior to the purchase of:
- Any gift, prize, or award for a Duke University employee, student, or friend including monetary awards and non-monetary items;
- Donations to not-for-profit organizations from events sponsored by student organizations.

It is strongly suggested that the value of any gift, prize, or award be kept under $100 due to tax purposes. The recipient of the gift, prize, or award must complete the prize winner form, which must then be signed by a UCAE member.

International Travel
Whether part of a class or an organized student group activity, if travel abroad 1) uses University funds; 2) is sponsored by a University group and/or 3) is to earn credit for a Duke degree, then the trip is governed by the Duke University International Travel Policy (global.duke.edu/admin/travelpolicy/index.php). Duke maintains its own Restricted Regions List which reflect areas of the world that are restricted by the University whether due to safety concerns or Federal Sanctions. Students wishing to travel to an area on this list must first petition for a waiver of the University’s restriction.

All undergraduates traveling abroad must register their travel plans in the Duke Registry. Student travelers should also print/carry the Duke-ISOS membership card found at global.duke.edu/admin/ISOS_Card.pdf

Off-Campus Bank Accounts
Departments, student groups and organizations, or individual employees or faculty may not establish bank accounts using either the name or tax identification number of Duke University or the Duke University Health System. Individuals with knowledge of, or reason to believe, that an unrecorded bank account has been established with the name or tax identification number of either entity should immediately report this information to Resource Administration or Treasury and Cash Management.

Off-Campus Events
All student organizations coordinating or participating in field trips or sponsoring an off-campus event must have participants complete the Duke University Participation Agreement.
HAZING

Hazing is a serious infraction of university regulations. The potential for hazing typically arises as part of a student’s introduction to or initiation in an organization (fraternity, sorority, athletic team, or other group) in which there is often a perceived or real power differential between members of the organization and those newly joining it.

Hazing defined. Hazing is defined as any action taken or situation created, whether on or off university premises, that is harmful or potentially harmful to an individual’s physical, emotional, or psychological well-being, regardless of an individual’s willingness to participate or its bearing on his/her membership status. Such activities and situations include, but are not limited to:

Level I Violations
- marching in line
- road trips
- wearing apparel which is conspicuous and not normally in good taste, and/or inappropriate for the time of year
- calisthenics
- line-ups
- pledge/signature books
- periods of silence
- standing for a length of time
- personal servitude
- activities that would not normally construe hazing but because of time, place, or manner make them inappropriate

Level II Violations
- sleep deprivation or interruption of consecutive sleep hours
- expected or forced consumption of food, drink (including alcohol), or other substance
- acts of humiliation or degradation (including streaking or wearing degrading or humiliating apparel)
- restrictions on eating or bathing
- acts that disrupt academic instruction or learning of others
- interruption or interference of academic commitments

Level III Violations
- branding
- paddling in any form
- compromising (sexual) situations

Both individuals and groups may be held accountable under this policy. The action of even one member of a group may result in both individual and group responsibility.

The following questions can help individuals/groups assess the appropriateness of an activity:

- Does the activity promote and conform to the ideals, values, and mission of both the university and organization?
- Is it an activity that all members (current and initiates) engage in together?
- Would the group’s advisor, the national headquarters of a fraternity/sorority, and/or other university officials approve of the activity?
- Will this activity increase new members’ respect for the group and all members of the group?
- Is the activity free of mental anguish or physical discomfort?
- Does the activity have inherent value in and of itself?

[Adapted from the Fraternity Executive Association, the North American Interfraternity Conference, Inc., and Washington University.]

Any individual or group found responsible for hazing will be subject to sanctions outlined in the disciplinary process, including, but not limited to: disciplinary probation, social suspension, suspension of charter, restrictions on member recruitment and/or group activity, removal of the individual from the group, loss of housing privileges, suspension, and/or expulsion. Sanctioning will increase with the level of violation and any previous hazing violations. (Levels of violation listed above are guidelines only and may change given particular circumstances of a violation.) Students should also be aware that hazing is a misdemeanor under North Carolina state law.

Acts or potential acts of hazing may be reported to the Office of Student Conduct (919-684-6938) or Duke Police (911 or 919-684-2444). In addition, concerns may be reported confidentially via voicemail to the university’s Hazing Hotline at 919-684-5766. Maintaining the confidentiality of the source is possible, but may limit the extent of action that can be taken.

North Carolina state law on hazing (N.C.G.S.§ 14-35):
It is unlawful for any student in attendance at any university, college, or school in this State to engage in hazing, or to aid or abet any other student in the commission of this offense. For the purposes of this section hazing is defined as follows: “to subject another student to physical injury as part of an initiation, or as a prerequisite to membership, into any organized school group, including any society, athletic team, fraternity or sorority, or other similar group.” Any violation of this section shall constitute a Class 2 misdemeanor.
Organization Status Renewal
Student Organizations must renew their status annually. For more information please visit: studentaffairs.duke.edu/ucae

Outdoor Amplified Sound
Duke University restricts the times when outdoor amplified sound is permitted. Times vary depending on event location and day of the week. Events may not have amplified sound during restricted hours.

Pickets, Protests, & Demonstrations
Duke University respects the right of all members of the academic community to explore and to discuss questions which interest them, to express opinions publicly and privately, and to join together to demonstrate their concern by orderly means. For a full description of this policy, please visit: https://studentaffairs.duke.edu/conduct/z-policies/pickets-protests-and-demonstrations

Plaza Use
The Plaza is a student-centric space on west campus. If you would like to use the Plaza please review the Plaza Use Policy found at: https://studentaffairs.duke.edu/ucae/student-organizations/resources/policies-student-organizations/plaza-use-policy

Sponsored Corporate Solicitation
Solicitation is defined by the act of interceding into a Duke community member’s space in order to request information or communicate information about products, services, or events that are not related to Duke University or its educational mission.

Recognized student organizations may bring off-campus entities to campus to their student organization events. The following conditions apply:

- The off-campus entity’s purpose must align directly with the listed mission of the recognized student organization,
- The solicitation activity must be noted during the Event Registration process prior to engaging Duke community members,
- A member of the recognized student organization must remain with the off-campus entity’s representatives for the duration of their time on university property, and
- Representatives from the off-campus entity must abide by all local, state, and federal laws as well as university policies, including the Duke University Land Use Policy.

- The sponsoring student organization will be held responsible and accountable for off-campus representatives’ behavior and actions while on university property.

View more information at https://studentaffairs.duke.edu/ucae/student-organizations/resources/policies-student-organizations/sponsored-corporate-solicitation

Student Organizations External Fundraising
Approved, registered student groups may, at times, engage in various forms of off-campus fundraising. Off-campus fundraising will require prior approval from the University Center Activities and Events (UCAE). Each potential funding source (or targeted donor) must be approved by UCAE in conjunction with University Development.

Read the full policy at https://studentaffairs.duke.edu/ucae/student-organizations/resources/policies-student-organizations/student-organization-external

Student Organization Mail
UCAE allows student organizations to receive mail as long as the responsible party follows the proper guidelines. Review all guidelines at https://studentaffairs.duke.edu/ucae/student-organizations/resources/policies-student-organizations/student-organization-mail-policy

Student Use of Personal Vehicles
If you drive your own car on organizational business, your own insurance policy (or parent’s, depending on who owns/insures the vehicle) serves as the coverage for third party liability and physical damage to your vehicle. The university’s insurance policies do not extend to provide protection. This is a potentially large responsibility; if you are not comfortable with it, consider making other transportation arrangements. Please see the section on transportation for suggestions on rental car companies and car services at https://studentaffairs.duke.edu/ucae/finance/forms#transportation

Study Break and Events During Exams
Student groups are not allowed to host events after the last day of classes each semester. This ensures a commitment to our academic partners as we support a quiet and studious environment during exams. However groups may host a Study Break. Study Breaks are intended to provide an alternative to events, but not pose a significant distraction to campus.

A study break will comply with all of the following:
- The activity must be open only to group members
- The activity must last no longer than 2 hours
- The activity must not include any criteria that would trigger event registration

Ticket Sales Tax
North Carolina sales tax of 7.5% will be charged on admission to entertainment activities in Durham County (effective rate is 6.75% in Carteret County). Entertainment activities are defined as any: live performance or event, motion picture or film, sporting event, museum, cultural site, garden, exhibit, show, guided tour, or any admission expense to view or watch an event for entertainment purposes. Amenities, such as parking, access to services, or food, when included in the cost of a ticket are not taxable. A Duke event may be exempt from sales tax when attendance is limited to a closed group and education is the primary purpose of the event.
Trademark & Licensing
The Office of Trademark Licensing provides information, guidelines, and procedures related to the use of Duke’s trademarks, in a manner that protects the integrity of the institution’s trademarks and ensures such trademarks are used in an appropriate manner. All purchases from outside vendors must be done so with approved Duke University vendors, this includes any promotional item that is paid for with any Duke funds.

View more information at http://www.trademarklicensing.duke.edu/TrademarkLicensingPolicySO.html

Voter Registration
Duke University understands the importance of voter registration, and will allow affiliated student organizations to table and encourage Duke community members to register. In order for the campus community to maintain its safety and educational procedures, the following rules must be followed:

1. All student organizations wanting to table for voter registration must submit an application through DukeGroups.com. Link to application can be found at the bottom of the page.

2. Student Organization members tabling must stay within 5 feet of their assigned space, and

3. Must not walk up to Duke Community members, but encourage individuals to come to them.

4. Student Organizations must abide by all local, state, and federal laws as well as university policies.

5. Student Organizations are allowed to invite Third Party organizations (i.e. Vote for America, America Votes, Project Vote) to aid them in the registration of Duke Community Members, however:
   a. The sponsoring student organization will be held responsible and accountable for off-campus representatives’ behavior and actions while on University property.
   b. Representatives from the off-campus entity must abide by all local, State, and federal laws as well as University policies, including those stated in the Duke Sponsored Corporate Solicitation Form.


For more information about Voter Registration please visit the North Carolina State Board of Elections Website at http://www.ncsbe.gov/ncsbe/registering-to-vote

Policies are subject to change and may be updated. If you have specific questions that are not covered in this guide please contact a member of the UCAE: Student Involvement Team
For more information please visit: www.dukestudentgovernment.org/sofc

The Student Organization Finance Committee (SOFC) is the primary group on campus responsible for the recognition and funding of student groups. SOFC allocates the DSG portion of the student activities fee, which is included in all undergraduate students’ tuition. They allocate approximately $700,000 annually through the annual budget and event funding.

Annual Budget Funding
Only SOFC chartered organizations can apply for annual budget funding. This funding is for capital expenditures and member-only events. A capital expenditure is an item that is not meant for a specific event or that will be reused for multiple events. Some examples of capital expenditures include office furniture, cooking equipment, paintbrushes, organization banners, etc. Member only events include retreats, conferences, competitions, and other events that can only be attended by members of the organization. SOFC reviews annual budget requests once a year in the spring semester for the upcoming academic year.

Event Funding
Both SOFC chartered and recognized organizations can apply for event funding. Event funding is allocated to student organizations on a rolling basis and is for expenses related to a specific event the organization is hosting. Student organizations can submit event funding applications through the SOFC website every week. Applications must be submitted by Saturday for review at the following Tuesday’s SOFC meeting. After submitting an application, SOFC will contact the organization to set up a time for the organization to present about its event at the next Tuesday meeting. Applications must be submitted at least two weeks before the event date.
• All SOFC programming requests less than $1,500 must be submitted such that the SOFC hearing is at least 7 days prior to the date of the event.
• All SOFC programming requests between $1,500 - $3,000 must be submitted such that the SOFC hearing is at least 14 days prior to the date of the event.
• All SOFC programming requests greater than $3,000 must be submitted such that the SOFC hearing is at least 21 days prior to the date of the event.

SOFC does not fund events that fail to meet these deadlines.
Funding Application Tips

• Be very specific! For example, SOFC wants to see exactly where the organization is getting food from and how many people the group is serving. Don’t just write “food for 25” or “pizza for 25”. Instead, write “5 pizzas from Enzo’s, $14.99 each”.

• Have a wide spread marketing plan for the event. The event must be open to all undergraduate students so the marketing must include ways for students not involved in the organization to find out about the event.

• Emailing the organization’s listserv is not enough. Don’t ask for funding for items that SOFC can’t fund (see list). Explain what items are, especially if they are unique to the organization.

• Don’t assume that the members of SOFC will know what is meant. If you can, include a link to the item online in the item description line. Fill in a detailed description of the event in the box at the top of the application.

• Apply early! SOFC will not fund anything that has been previously purchased, so the earlier funding applications are submitted the more student organizations can receive and it helps make the event planning less stressful!

Other Funding Sources:

Cultural Engagement Fund
studentaffairs.duke.edu/cma/cultural-engagement-fund
The Cultural Engagement Fund generally provides undergraduate student organizations with financial resources to develop programs that promote any of the following: arts, co-curricular education, health and safety, multiculturalism and diversity, university/community service, and/or cross-cultural collaboration. The Center for Multicultural Affairs administers this fund each year. There are two calls for funding proposals: one in the Fall and one in the Spring of each academic year.
OUR PHILOSOPHY ON YOUR STUDENT ORGANIZATION’S ACCOUNT:
THE PRESIDENTS AND TREASURERS ARE EXPECTED TO VISIT THE BUSINESS AND
FINANCE OFFICE TO COMPLETE ALL FINANCIAL TRANSACTIONS. WE WANT
THE ADVISORS TO KNOW AND UNDERSTAND THE FINANCIAL PROCESSES
AS WELL, BUT ONLY THE STUDENTS ARE ABLE TO COMPLETE TRANSACTIONS.
THE UCAE BUSINESS AND FINANCE OFFICE SUPPORTS UNDERGRADUATE
STUDENT ORGANIZATIONS (INCLUDING GREEK ORGANIZATIONS),
GRADUATE STUDENT ORGANIZATIONS AND HOUSE/SELECTIVE LIVING
ACCOUNTS. ALL FINANCIAL TRANSACTIONS FOR EACH ORGANIZATION/
ACCOUNT MUST BE INITIATED THROUGH THE UCAE BUSINESS & FINANCE
OFFICE. THIS OFFICE IS AVAILABLE TO ANSWER FINANCIAL QUESTIONS
AND ASSIST STUDENTS IN COMPLETING FINANCIAL TRANSACTIONS.

TYPES OF SERVICES PROVIDED:
• ASSISTANCE IN MAKING PAYMENTS VIA:
  P-CARD (CREDIT CARD)
  REIMBURSEMENT
  CASH ADVANCE
  CHECK
• PROVIDE FUND CODE BALANCE AND LIST OF TRANSACTIONS
• TRANSFER FUNDS BETWEEN ORGANIZATIONS/ACCOUNTS
• DEPOSIT CASH AND/OR CHECKS INTO FUND CODE

ADDITIONAL INFORMATION, ALONG WITH STEP-BY-STEP INSTRUCTIONS, CAN
BE FOUND AT

studentaffairs.duke.edu/ucae/finance/forms
Office Hours: Monday-Friday 9:00am-4:30pm
Location: Garden Level of the Bryan Center
Contact: ucaebusinessoffice@studentaffairs.duke.edu

The Business and Finance Office now offers a Transaction Log in order to record
organizational income and expenses. We encourage you to help your organization as
it uses this tool to keep track of its finances.
Balancing academics and work as a student leader can be rough. As an advisor, you are in a unique position to provide support and motivation for your student leaders. Here are some great ways to boost morale and cheer on your organization:

- Written thank-you notes
- Nominate them for Got Caught Leading
- Surprise them with their favorite snacks
- Give shoutouts in group meetings or e-mails
- Give end-of-the-year appreciation gifts
- Forward positive or praising e-mails
- Plant gratitude: tell others to check in when people are struggling
- Send praise through texts after meetings
- Pass along information about other cool opportunities outside of their position in your organization
- Offer recommendation letters
- Grab lunch or coffee to reflect and discuss the organization
- Make note of large events in their lives such as exams or dance recitals and check up on them
- Know when their birthday is and help them celebrate
- Find out their goals for their personal leadership development or for the organization, then help them reach them. Recognize when they do!
- Nominate them for awards at the end of the academic year
- Bring snacks to a group meeting
- Simply pass on words of encouragement or praise for a job well done
GOT CAUGHT LEADING
The Center for Leadership Development and Social Action’s Got Caught Leading program is a way to recognize non-positional student organization members who have made contributions to their group. If you know of a student creating change and working hard as a leader, let the office know! E-mail leadership@studentaffairs.duke.edu, and we will contact the student and provide them with a token of recognition!
THE STUDENT ORGANIZATION LINEUP

The Student Organization Line Up is the recognition method used by UCAE Student Involvement to showcase student organizations at Duke. Student organizations that have gone above and beyond the requirements to remain an active organization on campus, will be recognized for their efforts. Recognition happens at least 6 times in an academic year. Student, advisors, and faculty/staff can nominate groups that they feel have done exceptional work in the previous month. Student Involvement will take nominations and decide the Opening Acts, Up and Comers, and Headliners for each next month. At the end of the year, all recipients will be invited to the In The Spotlight reception for recognition of their accomplishments. More information is available at studentaffairs.duke.edu/ucae/student-involvement/student-organization-support/student-organization-lineup

Headliner:
This category will recognize one outstanding student group on campus each month that has gone above and beyond the requirements of being a student group.

Up & Comers:
This category will recognize several groups that have made an impact on campus.

Opening Acts:
This category will recognize all the new student organizations that have been established in the current academic year.

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STAR Advisor Award:
This one’s for you! The STAR Advisor Award is given annually to the university administrator(s) and/or faculty members who, through their individual efforts, have aided in the development of students outside the classroom.

IN THE SPOTLIGHT:
Nomination Process
Nominations will be accepted in person, via webform, and through video submission. Please e-mail submissions to sean.ferguson@duke.edu with “Student Organization Line Up Nomination” as the subject line, and include the following information:
• Date
• Student Organization Name
• Student Organization Contact Info
• Nominated By
• Department/Job Title
• Your Contact Info
• Reason for nomination (as detailed as possible)

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Stop and Reflect
• What are you doing to go above and beyond the advisor “job description?”
• How are you encouraging your students to stand out as a leader?
STUDENT ACTIVITIES FAIRS

Student Activities Fairs, hosted by Launch, take place during First Big Week and at the beginning of the Spring semester. These fairs provide an opportunity for students to connect with registered student organizations here at Duke. Student organization members staff tables where they can recruit new members and distribute information about the organization to the Duke community.

STUDENT ORGANIZATION MAIL

If your student organization needs a quick, free, and easy way to send and receive mail, the UCAE suite has you covered! Located just inside the office at 036 Bryan Center, there are approximately 60 mailbox spaces available to student organizations.

MEETING SPACE

As a recognized student organization, groups have access to free and discounted space venues. Please visit studentaffairs.duke.edu/ucae for more information about space.

DUKE INNOVATIVE DESIGN AGENCY (DIDA)

The Duke Innovative Design Agency is a student-staffed creative service agency available to all officially recognized student groups. DIDA offers a wide range of services with a strong focus on graphic design. To inquire about DIDA services, please visit the UCAE website: studentaffairs.duke.edu/ucae. Services are subject to availability.
Student Groups Weekly Newsletter

This newsletter is emailed weekly to all student organization leaders and advisors. It contains information about policy, events, training opportunities, reminders, and announcements. The newsletter is a great way for your organization to promote itself to others, and for you to learn about what other groups are doing! To receive the newsletter, make sure your roster is up to date in Duke Groups. To submit a blurb, visit bit.ly/studentgroupnewsletter

DukeReach

DukeReach directs students faculty, staff, parents, and others to the resources available to help a student in need. DukeReach provides comprehensive outreach and case management services to identify and support students who are experiencing significant difficulties related to mental health, physical health, and/or psycho-social adjustment and works with departments and groups across campus and in the community. For more information or to report a concern, visit studentaffairs.duke.edu/dukereach

Stop and Reflect

• Is your group aware of the resources available to them across campus?
The UCAE Front Desk is the resource hub for student organizations in the UCAE office (036) in the Bryan Center. Advertising materials, mailboxes, meeting spaces, chairs & tables for tabling on campus, and a staff of educated student leaders available at no cost. The student staff holds office hours from 10am to 5pm, Monday through Friday, to answer questions about day-to-day processes and paperwork.

You can find these resources at the Front Desk:

- Poster board
- Glue
- Tape
- Markers
- Circuit
- Button maker
- Computer access
- Faxing
- Work or study areas
- Large tables for easy collaboration
- Conference room with A/V capabilities (ask UCAE Front Desk student workers for reservation)
DukeGroups is an online student organization directory encouraging growth, development, and participation in student involvement.

DukeGroups allows student organizations to:
• Display their information in the public listing
• Display their information in the space reservation approval list
• Store important documents (Constitutions, rosters, minutes, etc.)
• Advertise events (both public and private)
• Manage and contact membership
• Complete student organization registration and re-registration processes
• Register for student activities fairs, training sessions, and other UCAE-sponsored opportunities
• Coordinate online polls and elections

DukeGroups allows students to:
• Find information about any recognized student organization
• Create an involvement record
• Manage and track involvement
• RSVP to events
• Create an individual profile

For help using DukeGroups, stop by the UCAE Front Desk!
THE DUKE LEADERSHIP FRAMEWORK

Character:
• Students will explore dimensions of self, including identity, integrity, and values.
• Students will demonstrate congruence between their values and beliefs and their actions.
• Students will develop reflection skills to view and understand their experiences through multiple lenses and contexts.

Collaboration:
• Students will develop cultural competency and an understanding of difference.
• Students will seek diverse voices and multiple perspectives in order to identify, organize, and mobilize their communities around shared goals.
• Students will engage formal and informal networks to act collectively for change.

Citizenship:
• Students will understand the relationship among people, processes, and systems in order to act with purpose, civility, and intention in their communities.
• Students will actively reflect upon experiences and opportunities, applying their acquired knowledge in service to others.
• Students will employ creative problem solving when approaching community issues.

Is your event a leadership learning opportunity? Will students be gaining leadership skills? Feel free to add our logo to your flyer to identify it as such! Questions on how to use the logo can be sent to: leadership@studentaffairs.duke.edu
LAUNCH

The mission of LAUNCH, a student-led program supported by UCAE Student Life, is to enhance student involvement and leadership development at Duke University.

The LAUNCH team provides web-based resources, individual and executive board appointments, new group formation, consulting, retreat planning assistance, and workshops to facilitate peer-to-peer development for the purpose of enhancing individuals and groups in the Duke community.

Services Provided by LAUNCH:
• Individual appointments – assist students with finding involvement opportunities on campus
• Executive board appointments – assist student organization executive boards with identifying areas for improvement and developing/implementing solutions
• New Group appointments – meet with individuals at any point in their new group creation timeline prior to their SOFC hearing
• Workshops – provide advanced education and training on specific topics relevant to students and organizations
• Retreats – help student organizations effectively plan retreats to maximize benefit for individuals attending and the organization as a whole
• Online resources – provide increased resources and make information available to students 24/7 via the LAUNCH website
• Transition Academy – Conference style learning opportunity designed to help student organization leaders perform a successful transition of leadership from one year to the next

Topic Areas LAUNCH Specializes In:
• Budgeting/Finance: How to create and manage a budget, fundraising tips, maximizing your organization’s money
• Transitioning: How to retain valuable information about an organization, effectively pass along that information to new leaders, and train and develop future leaders
• Public relations: How to craft an image for your organization, repair a damaged image, and recruit new members
• Teambuilding/Retention: How to keep members engaged, build group cohesion, and facilitate teambuilding activities
• Involvement: How to match interests with involvement opportunities and apply cocurricular involvement to post graduation goals

To learn more about the LAUNCH team or to request one of our services, visit www.dukelaunch.org
ADDITIONAL RESOURCES

Online:

Duke Community Standard in Practice: A Guide for Undergraduates
studentaffairs.duke.edu/conduct/about-us/duke-community-standard

Student Organization Handbook
studentaffairs.duke.edu/ucae/student-involvement/student-organization-support/student-organization-handbook

UCAE Website
studentaffairs.duke.edu/ucae

Print:


TIME MANAGEMENT ANALYSIS

Directions: Have the student log all his or her activities for the course of one week on an Activity Log. The log should include time spent sleeping, getting ready in the morning, being in classes, going to and from classes, eating, watching television, and so on. All twenty-four hours of each day should be accounted for.

Following the student’s completion of the log, meet with him or her to analyze the information in order to plan accordingly.

1. Analyze the present situation by asking the student to respond to the following questions:
   a. How are you presently using your time?
   b. What are your time-wasting activities?
   c. For which activities do you have control of the amount of time you spend?
2. Have the student establish priorities for a given week.
3. Have the student set goals for the amount of time for each activity.
4. Have the student schedule the week according to the priorities set.
5. Have the student experience the week and record any modification to the schedule
6. Meet with the student to analyze the modification and develop another week’s schedule

Adapted from Student Organization Advisor Handbook, University of South Florida

SMART GOALS:

Verify that your goal is SMART.

Specific: What exactly will you accomplish? Think about who is involved, what you want to accomplish, where, and within what time frame. Keep in mind your reason for setting this goal.

Measurable: How will you know when you have reached this goal? Establish concrete criteria for measuring progress to keep you on track.

Attainable: Is achieving this goal realistic with effort and commitment? Do you have the resources to achieve this goal? Balance this without making the goal too simple.

Relevant: Why is this goal significant to your life?

Timely: When will you achieve this goal? Set a deadline for yourself.
THANK YOU

WE WISH YOU A HAPPY AND SUCCESSFUL 2018 – 2019 ACADEMIC YEAR! AS ALWAYS, FEEL FREE TO CONTACT THE UCAE STUDENT INVOLVEMENT TEAM IF YOU NEED ANYTHING!
THE ROLE OF THE ADVISOR CHECKLIST:

Directions: The advisor and each officer should respond to the following items, and then meet to compare answers and discuss any differences. For any items, which are determined not to be the responsibility of the advisor, it would be valuable to clarify which officer will assume that responsibility.

For each statement, respond according to the following scale:
1 = Essential for the advisor
2 = Helpful for the advisor to do
3 = Nice, but they don’t have to
4 = Would prefer not to do
5 = Absolutely not an advisor’s role

1. Attend all general meetings ______
2. Store all group paraphernalia during the summer and between changeovers of officers ______
3. Attend all executive committee meetings ______
4. Keep official file in his/her office ______
5. Attend all other organizational activities ______
6. Inform the group of infractions of its bylaws, codes and standing rules ______
7. Explain university policy when relevant to the discussion ______
8. Keep the group aware of its stated objectives when planning events ______
9. Help the president prepare the agenda before each meeting ______
10. Mediate interpersonal conflicts that arise ______
11. Serve as a parliamentarian of the group ______
12. Be responsible for planning a leadership skill workshop ______
13. Speak up during discussion ______
14. State perceptions of his/her role as advisor at the beginning of the year ______
15. Be quiet during general meetings unless called upon ______
16. Let the group work out its problems, including making mistakes ______
17. Assist organization by signing forms only ______
18. Insist on an evaluation of each activity ______
19. Attend advisor training offered by the University ______
20. Take the initiative in creating teamwork and cooperation among officers ______
21. Speak up during discussion when he/she has relevant information or feels the group is making a poor decision ______
22. Let the group thrive or decline on its merits; do not interfere unless requested to do so ______
23. Take an active part in formulation of the creation of group goals ______
24. Represent the group in any conflicts with members of the University staff ______
25. Indicate ideas for discussion when he/she believes they will help the group ______
26. Be familiar with University facilities, services, and procedures for group activities ______
27. Be one of the group except for voting and holding office ______
28. Recommend programs and speakers ______
29. Request to see the treasurer’s books at the end of each semester ______
30. Take an active part in the orderly transition of responsibilities between old and new officers ______
31. Check the secretaries’ minutes before they are distributed ______
32. Cancel any activity when he/she believes it has been inadequately planned ______
33. Receive copies of official correspondence ______