The DUKE FIELD GUIDE for STUDENT ORG ADVISORS
21-22 edition
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We want to help you out!
Review all that Duke has to offer, starting on page 22.
Dear Duke Student Organization Advisors,

Welcome to the 2021 - 2022 academic year. The road to this year has been wild, but we’re just getting started. Your advisement of student organizations at Duke plays a crucial role in enhancing the greater Duke community. Just as you are here to advance the student experience, we are here to help you maximize your organization’s potential.

We see how 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 contributions this year. It is important to think of every interaction with your students as a learning opportunity, one we encourage you to take advantage of. Through you, students can better understand their org’s mission and how to positively contribute to the culture on campus.

Thank you for your service as an advisor to a student organization. Duke 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
- Career and Professional
- Cultural and Identity
- Environmental, Science, and Technology
- Faith/Religion/Spirituality
- Health and Wellness
- Political
- Service and Social Action
- Special Interests and Hobbies
- Sport Clubs

As we navigate this year together, we hope you will utilize this handbook as a guide to your own advisement and leadership. Your work is appreciated and valued as we continue to advance the lives of all Duke community members.

University Center Activities and Events:

University Center Activities and Events (UCAE) strives to offer the Duke community and external customers help with event planning and campus programming needs. Our team provides a unique array of services available to Duke community members and campus visitors.

The UCAE Administrative Suite is located in the Bryan Center, Room 036. Phone: (919) 684-4741 Email: ucae@duke.edu
What is my role as an advisor of a Duke student org?

The UCAE Student Involvement Team believes supporting student organizations is a team effort. In your role as an advisor, you should be both accessible and interested in the wellbeing 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 Advisor and President will:**

- 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
- Determine the frequency at which student leaders and the advisor will meet
- Discuss the re-registration and transition processes prior to the end of each academic year

**Benefits of Advising a Student Org:**

- Help students learn and develop new skills through co-curricular engagement opportunities
- Develop personal relationships with student leaders
- 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 & Don’t’s

We are here to help ensure your success as an advisor to one of our many student organizations. Knowing that, there are a few things that we both encourage and discourage, especially as we continue to navigate the challenges that our students are facing across the Duke community.

**Do:**

1. Reach out to UCAE for assistance, and be willing to collaborate with other members of the community!
2. Assist officers with procedural matters when necessary.
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 with 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:**

1. Act as the leader or step in to run the organization, even in the absence of other student leaders.
2. Feel that you need to know the answer to every question or solve every issue the group has.
3. Manipulate the group, impose, or force your opinions on student leaders.
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 that presents more problems than solutions.
6. Be afraid to let the group try new things and cultivate new ideas.
7. Become such an advocate that you lose an objective viewpoint for the good of the larger organization.
8. Allow the organization to become a one-person organization, be that from a lack of recruitment or leadership.
9. Assume the group handles everything okay and doesn’t need you around.
10. Assume the organization’s attitudes, needs, and personalities will remain the same year to year.
What makes an all-star advisor?

Take it from our students, who used these words in nominating their advisors for annual awards:

“Even group members who aren’t fortunate enough to see Bridgitt 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 Becky 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.”

“Audrey 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. I often drop into her office for life advice, organization advice, and planning advice. She takes time out of her 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.”

“Dylan 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, he always comes from a place of encouragement, humor, and love. Not only do his words and ideas command attention, but his personality and her smile are also magnetic.”

“Harley is the most helpful Duke staff member I’ve ever interacted with. They truly and deeply care about our group, and it’s apparent from the numerous ways they support us. They always reach out with fundraising support and helps us plan and facilitate the field trips in such a way as to make it seamless every year.”
Understanding the Org: Re-registration

Re-registration is an annual process submitted in DukeGroups to ensure that we have updated information for your group. Advisors are not allowed to re-register student organizations in DukeGroups, a recent change since the newest update to DukeGroups during the 2019-2020 academic year. This process includes, but is not limited to, updating the organization’s profile picture, interests, categories, roster information, and constitution.

There are five different categories of undergraduate student organizations at Duke:

- SOFC Chartered
- SOFC Recognized
- Departmental
- Fraternity and Sorority Life
- Residential

Each of these student organization categories comes with its own requirements, primarily around funding, forming, and membership. To learn more about these requirements, visit the UCAE website. To clarify what category your student organization falls into, check out your organization’s DukeGroups page!

The re-registration process occurs each summer between consecutive academic years. You will be notified of re-registration opening via email and on your DukeGroups homepage.

Your student organization must re-register to remain active and participate in any Student Involvement-hosted events.

Advisors are not allowed to complete the re-registration process for their student orgs.
Understanding the Org: Accountability

As productive community members, student org members are required to abide by all appropriate policies and procedures. 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 UCAE Student Involvement to proactively support the group and limit further infractions.

Level 1: Warning

NOTICE OF THE POTENTIAL FOR INCREASED RISK
First and/or Minor Infraction
Formal email 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

FAILURE TO ADHERE TO POLICY/PROCEDURE THAT RESULTS IN INCREASED RISK FOR STUDENTS, ORGANIZATION, AND UNIVERSITY
Continued and/or Moderate Infraction
Formal email 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
The group will be 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 List after new presidents and treasurers are appointed/elected, and incoming leadership and advisor have completed an action plan.
Meeting with UCAE Student Involvement Team, Advisor, President, and Treasurer to discuss an action plan for preventing future issues as necessary.
All organization members required to completed online training.
Further violations may result in an escalation to a higher level.

Level 3: Frozen

FLAGRANT AND/OR CONTINUED FAILURE TO ADHERE TO POLICY/PROCEDURE THAT RESULTS IN AN INCREASED RISK FOR STUDENTS, ORGANIZATION, AND UNIVERSITY
Continued and/or Severe Infraction
Actions from previous levels, plus:
The group will be 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 including:
• 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
Catering:
The Approved Caterers list can be found online at: eventservices.duke.edu/catering/caterers

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 UCAE via email at ucae@duke.edu for review and signature.

Event Security:
The Duke University Police Department provides and security services for special events. This need for security will be noted on DukeGroups. For more info please visit: police.duke.edu/services

Event Registration:
If you have an event that meets any of the following criteria, your event must be registered at least 14-days prior to the event date:
• Estimated attendance of 100+
• Food and/or 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.)

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

Weeks of Welcome:
During the fall semester first week of classes, student organizations are not allowed to host events with alcohol. Duke University is committed to providing fun and alcohol-free Weeks of Welcome to all first year and returning students. To this end, students and organizations are encouraged to participate in Weeks of Welcome programming.

Gambling and Raffles:
Duke University Information and Regulations Bulletin states that it is against NC law and Duke policy to gamble. Any entity 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 3E of the NC State Lottery Act.

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.
**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.

**Gifts, Prizes, and Awards:**
Approval must be obtained from UCAE prior to the purchase of:
- Any gift, prize, or award for a Duke employee, student, or friend including monetary awards and non-monetary items
- Donations to not-for-profit orgs from events by student orgs.
It is suggested that the value of any gift, prize, or award be kept under $100 for tax purposes. The recipient of the gift, prize, or award must complete the prize winner form, and then be signed by a UCAE member.

**Organization Status Renewal:**
Student Organizations must renew their status annually. For more info, please visit: studentaffairs.duke.edu/ucae/student-involvement/student-organization-support/student-organization-training-and-registration

**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. 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. All undergraduates traveling abroad must register their travel plans in the Duke Registry. Student travelers should carry the Duke-ISOS card found at global.duke.edu.

*Policy surrounding off-campus travel for Fall ‘21 is TBD. Please monitor our website for more info!*

**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: studentaffairs.duke.edu/conduct/z-policies/pickets-protests-and-demonstrations

*Policy surrounding off-campus travel for Fall ‘21 is TBD. Please monitor our website for more info!*

**Plaza Use:**
To use the Plaza space on west campus, please contact UCAE Event Services in the Bryan Center. Email eventservices@duke.edu or call 919-660-1765.

*Plaza usage may vary during the Fall ‘21 semester due to COVID-19.*
Sponsored Corporate Solicitation:
Solicitation is defined by the act of interceding into a Duke community member’s space in order to communicate/request info about products, services, or events that are not related to Duke University or its educational mission. The following conditions apply for on-campus solicitation:

- The off-campus entity's purpose must align directly with the listed mission of the recognized student org.
- 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.
- 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.

*Policy surrounding guest visitation for ‘21-’22 is TBD. Please monitor our website for more info!

Student Org 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 studentaffairs.duke.edu/ucae/student-organizations/resources/policies-student-organizations/student-organization-external

Study Break & 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
- The activity cannot be ticketed
**Student Government Policies:**
Duke Student Government (DSG) and its Student Organization Finance Committee (SOFC), in conjunction with UCAE, oversee student organizations at Duke. Visit DSG’s website to review the SOFC bylaws and other pertinent documents.

**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 studentaffairs.duke.edu/ucae/finance/forms#transportation

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

**Ticket Sales Tax:**
NC 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/event, motion picture/film, sporting event, museum, cultural site, garden, exhibit, show, guided tour, or any admission expense to view/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, and procedures related to the use of Duke’s trademarks, to protect the integrity of the institution’s trademarks and ensures they are used in an appropriate manner. All purchases from outside vendors must be done so with approved Duke University vendors, including any promotional item that is paid for with any Duke funds. View more information at trademarklicensing.duke.edu.
**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. The 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 must not walk up to Duke Community members, but encourage individuals to come to them.

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

4. 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.

5. Students must abide by the Duke Government Relations Campus Political Activity and Engagement with Federal Officials Policy that can be found at federalrelations.duke.edu/policies/campus-political-activity-and-engagement-with-federal-officials/

For more information about Voter Registration please visit the NC State Board of Elections Website at ncsbe.gov/ncsbe/registering-to-vote
**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 new members.

**Hazing Defined:**

Hazing is defined as an 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 the individual's membership status. **Such activities and situations include, but are not limited to:**

- Calisthenics
- Pledge/signature books
- Personal servitude
- Sleep deprivation or interruption of consecutive sleep hours
- Acts that disrupt academic instruction or learning of others
- Expected or forced consumption of food, drink (including alcohol) or other substance
- Branding
- Paddling in any form.

Any student and/or student group found responsible for hazing will be subject to sanctions outlined in the disciplinary process, including, but not limited to:

- disciplinary probation,
- restrictions on member recruitment and/or student group activity,
- removal of the student from the student group,
- loss of housing privileges,
- de-recognition, 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.) Student should also be aware that hazing is a misdemeanor under North Carolina state law.**

**Reporting Concerning Activities:**

Acts or potential acts of hazing may be reported to OSCCS (919-684-6938 and/or studentaffairs.duke.edu/conduct/report-incident) or Duke Police (911 or 919-684-2444). In addition, concerns may be reported anonymously via voicemail to the university’s Hazing Hotline at 919-684-5766. Maintaining the anonymity 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.
STUDENT
ORG
RESOURCES
The Student Organization Finance Committee (SOFC) is the primary group on campus responsible for the recognition and funding of student groups. SOFC allocates the Duke Student Government portion of the student activities fee, which is included in all undergraduate students' tuition. SOFC allocates approximately $700,000 annually through the annual budget and event funding, allowing student orgs to apply on a rolling basis.

**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/supply that will be reused for multiple events, not for single usage. 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 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.

For additional questions, visit the SOFC website: dukestudentgovernment.org/sofc-about
**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 widespread 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 orgs can receive and it helps make the event planning less stressful!

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**Cultural Engagement Fund:**

The Center for Multicultural Affairs oversees the annual Cultural Engagement Fund. Calls for fund proposals go out once each semester.

The Cultural Engagement Fund provides student orgs with financial resources to develop programs that promote any of the following: arts, health and safety, multiculturalism and diversity, university/community service, and/or cross-cultural collaboration.

For more information regarding guidelines, application questions, reminders, etc., please visit [studentaffairs.duke.edu/cma/cultural-engagement-fund](studentaffairs.duke.edu/cma/cultural-engagement-fund)
I need help with finances for my organization. Where do I go?

UCAE Business & Finance:

The UCAE Business & Finance Office supports undergraduate student organizations (including Duke Fraternities and Sororities), 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 and advisors in completing financial transactions.

The UCAE Business & Finance Office provides a wide array of services to all student organizations, including:

- 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 or 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

Office Hours: Monday - Friday, 9am - 4:30pm
Recognizing Student Leaders:

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 student leaders. Here are some ways to boost morale and cheer on your org:

- 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
- Bring snacks to a group meeting
- 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
- Simply pass on words of encouragement or praise for a job well done

Student Organization Lineup:

The Student Organization Line Up is the recognition method used by UCAE Student Involvement to showcase student organizations at Duke. Student orgs that have gone above and beyond the requirements to remain an active organization on campus, will be recognized for their efforts.

Recognition happens twice a year during final exams. Student, advisors, and faculty/staff can nominate groups 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 Org Lineup Awards:

The Student Organization Line-Up is a great opportunity for you to recognize the hard work done by the student leaders that you work with as a student org advisor. There are a number of awards that allow you to dig deeper and specify exactly why your organization’s leaders have excelled and deserve a moment ‘In The Spotlight’:

There are three unique categories of student group recognition:

Headliner
This category will recognize one outstanding student org on campus each month that has gone above and beyond the requirement 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.

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 of the classroom.

In The Spotlight:
Nominations will be accepted in person, via DukeGroups, and through video submission, with required information including the following:

- Date
- Student Organization Name
- Student Organization Contact Info
- Nominated By
- Department/Job Title
- Your Contact Info
- Reason for nomination (as detailed as possible)
**Other Resources & Services:**

**Student Involvement Fair:**

The Student Involvement Fair, hosted by Student Involvement, take place at the beginning of the Fall semester. These fairs provide an opportunity for students to connect with registered student organizations 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 org 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 orgs.

**The Arts Annex:**

The *Arts Annex* is a hub of Duke’s student art scene and houses studio arts, rehearsal, and programming spaces. It strives to build a vibrant community by providing resources, programming, and a welcoming environment that inspires self-expression, exploration and collaboration.

**Student Groups Newsletter:**

This newsletter is emailed monthly 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 DukeGroups. To submit a blurb, please visit DukeGroups!

**Meeting Space:**

As a recognized student org, groups have access to free and discounted space venues. Please visit *studentaffairs.duke.edu/ucae* for more info about space.
UCAE Front Desk:

The UCAE Front Desk student staff, available 9am to 4:30pm Monday through Friday, can direct you to resources, help you secure chairs & tables for tabling on campus, and answer questions about day-to-day processes and paperwork.

Contract submissions can be made 4 weeks in advance by submitting them via email, including all completed paperwork in PDF form, to UCAE@duke.edu. The email subject should include the Event name, Date of Event and the Name of the Student Organization (i.e. SETablingPromo.04.01.2020.StudentInvolvement). Paperwork submitted must be complete a. All incomplete submissions will be returned and not considered “accepted”. Contract forms can be found at finance.duke.edu/insurance/forms.

Corporate Risk Management:

Corporate risk management works to ensure the safety of the people and assets of duke university, guarding them from risk of injury or financial loss. Visit finance.duke.edu/insurance/forms to download participation agreements or request a certificate of insurance.

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.
**DukeGroups:**

DukeGroups is an online student organization directory encouraging growth, development, and participation in student involvement. Serving as our engagement platform, DukeGroups houses most of your student organization documents, including your org’s roster, Constitution, and more.

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

**Ready to access your profile and organization on DukeGroups?**

Head over to DukeGroups.com or download the DukeGroups app on your smartphone/tablet!
Learn more about the Duke Leadership Framework!

Before you dive in, let’s talk about what we believe makes strong leaders at Duke!

**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.

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**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.

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**Community:**
- Students will enlarge the leadership sphere beyond personal development and focus on connecting individuals with their communities; be they local, regional, national, or global.
- Students will actualize their experiences in multiple contexts; to understand the relationships among people, processes, and systems in order to act with purpose, civility, and intention.
- Students will not only deconstruct challenge structures and systems but to reconstruct them so that they can be equitable and accessible.
- Students will actively reflect on their experiences and opportunities, apply their acquired knowledge in service to others, and engage in creative problem solving

Is your event a leadership learning opportunity? Will students be gaining leadership skills? Let us know so we can help you! Email us at leadership@duke.edu!
The Role of the Advisor Checklist:

To ensure that there is transparency in communication, we encourage you to use this Role of the Advisor Checklist to find common ground for your organization. All organization officers and the advisor 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, with one being what the advisor should not do and five being what the advisor must do:

1. This is absolutely essential for the advisor to not do.
2. It would be preferred if the advisor did not do this.
3. It would be okay if the advisor did this, but it is not expected.
4. It would be helpful if the advisor did this.
5. This is absolutely essential for the advisor to do.

For each statement, respond according to the following scale, with one being what the advisor should not do and five being what the advisor must do:

- Attend all general meetings
- Store all group paraphernalia during the semester transitions
- Attend all Executive Board meetings
- Keep official file in their possession
- Attend all other organizational activities
- Inform the group of infraction of its bylaws, codes and standing rules
- Explain university policy when relevant to the discussion
- Keep the group aware of its stated objectives when planning events
- Help the Executive Board prepare the agenda before each meeting
- Mediate interpersonal conflicts that arise
- Serve as a parliamentarian of the group
- Be responsible for planning a leadership skill workshop
- Speak up during discussion
- Be quiet during general meetings unless called upon
- Let the group work out its problems, including making mistakes
- Assist organization by signing forms only
- Insist on an evaluation of each activity
- Attend advisor training offered by the University
- Take the initiative in creating teamwork and cooperation among officers
- Speak up during discussion when they have relevant info or insight
- Let the group thrive or decline on its merits; do not interfere unless requested to do so
- Take an active part in formulation of the creation of group goals
- Represent the group in any conflicts with members of the University staff
- Indicate ideas for discussion when they believe they will help the group
- Be familiar with University facilities, services, and procedures for group activities
- Be one of the group except for voting and holding office
- Recommend programs and speakers
- Request to see the Treasurer's books at the end of each semester
- Take an active part in the orderly transition of responsibilities between old and new officers
- Check the Secretaries’ minutes before they are distributed
- Cancel any activity when they believe it has been inadequately planned
- Receive copies of official correspondence
**Time Management Analysis:**

Does your student or student org need help better managing their time? Lend a helping hand with this Time Management Analysis! Have them log all of their activities over the course of one week in an Activity Log, including time spent sleeping, getting ready everyday, going to class, doing homework, and so on. All 24 hours of the day should be accounted for.

Once the student has completed their log, meet with them to analyze the info to plan accordingly and find ways to better manage their time:

1. Analyze the current situation by asking the student these questions:
   - How are you presently using your time?
   - What are your time-wasting activities?
   - For which activities do you have control of the amount of time you spend?
2. Ask the student what their top priorities are within a given week.
3. Have the student set goals for the amount of time for each activity.
4. Challenge the student to schedule the week according to the priorities set.
5. Record changes after the student follows through on their new schedule.
6. Meet with the student to debrief the changes and come up with a plan.

Adapted from Student Organization Advisor Handbook, University of South Florida.

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**Developing SMART Goals:**

SMART goals are established using a specific set of criteria that ensures your goals are attainable. When creating SMART goals, you work through each of those terms to build a goal that shares exactly what needs to be accomplished, when it needs to be accomplished by, and how you'll know when you're successful.

Setting goals this way is helpful, because it eliminates generalities and guesswork, sets a clear finish line, and makes it that much easier to track progress. SMART goals are great for a developing student leader or student organization:

- **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!