

Advisor Handbook



Introduction

Welcome to the wonderful world of student advising at Santa Rosa Junior College. As a student advisor you join an exclusive group of active and dedicated professionals at SRJC. Thank you for your support of co-curricular experiences that provide a holistic approach to learning. Student Life, Equity, & Engagement is excited to have you on board and we hope to make your experience more rewarding as you work with students to plan events and activities related to your shared interests. Since Covid, many policies have changed and some new policies are being introduced. The role of the advisor is more important than ever to support student leaders and co-curricular activities.

If you have any questions throughout your advising, you're encouraged to contact Nick Hill at 707-522-2602 | nhill@santarosa.edu or Genevieve Bertone at 707-521-7925 | gbertone@santarosa.edu.

In hopes of making the advisor role a little less daunting, we have developed this handbook to serve as a resource and reference guide.

Importance of an Advisor

Because community college students are here for a shorter timeframe and often commute to school and have busy lives off campus, advisors can provide continuity and stability from year to year. In our experience, the more engaged the advisor, the more successful (and fun!) the group! Being a club advisor can feel like a thankless task at times, however never forget that you play a critical role in the development and preparation of the 'whole student' while they're at SRJC. Club advisors have an impact on student learning outcomes, in and out of the classroom. The staff in Student Life, Equity, & Engagement dept. deeply appreciates your dedication and contribution to student life at SRJC. To learn more about the hidden curriculum of Student Affairs, check out this slide deck of Student Development Theory.

We hope you find empowering students' wellbeing, success, and holistic development through clubs and activities worth the time and effort! Please keep in touch and let us know how we can best support you.

Student Life, Equity, & Engagement (SLEE) Programs

The SRJC SLEE department strongly believes that co-curricular programs play an important role in the college experience and academic success for many students at SRJC. We provide co-curricular programming, leadership development, and support to many student initiatives including an average of 40 student clubs per year. Through our partnerships and connection to the Intercultural Centers we support intersectional, identity development and celebrate the cultural wealth of our community.

These programs help bring curriculum to life and make meaningful and lasting connections for

students and the College. Participating in co-curricular programs is also a great way for students to learn more about their passion and purpose, get connected to campus resources, build their resume, make new friends, develop interpersonal skills, gain leadership experience, and have fun!!!

Vision: To engage all students in transformative learning experiences that develop the whole person and inspire them to affect change in their lives and communities

Mission: To empower students and provide co-curricular environments that foster a sense of belonging and inclusivity, decrease barriers and create meaningful opportunities in the following areas:

- Leadership Development
- Advocacy & Activism
- Critical Thinking
- Civic Engagement
- Anti-Racism
- Sustainability

Intercultural Centers

The SRJC Intercultural Centers are radically inclusive spaces where students form bonds across differences and find a sense of home. Beyond simply providing a “safe space” for diverse students, the Intercultural Centers offer opportunities for deep levels of student engagement through consciousness-raising activities, identity development, and multicultural events that range from musical performances to art workshops. It’s also a comfortable place to hang out, study, hold club meetings, and meet with staff who are here to help you thrive in your studies and in life. Visit intercultural.santarosa.edu for more info.

Student Government

Comprised of 12 members, this group of elected student leaders helps to represent student perspective on District-wide matters, including shared governance, hiring committees, leadership development, and more. See the [Students’ 9+1 rights](#) for more info.

Clubs

A club is a student group or organization that is developed by like-minded students and faculty/staff, who have the same interests and passions. Clubs are officially recognized by the Inter-Club Council and SRJC, this official recognition comes with many benefits that help students pursue their interest outside of the classroom. There are two types of clubs, **fully active**¹ and **ad hoc**².

The mission of Santa Rosa Junior College includes the following: enhancing the lives of those who participate in our programs and enroll in our courses; developing a respect for learning in all our students; and preparing our students for participation as citizens at the local and global levels. While high scholastic standards are foremost in the SRJC mission, complementing

¹ Fully Active Clubs are clubs that have access to requesting funds from the ICC Trust and are allowed to vote on agenda items during ICC Meetings. Fully Active clubs must send a club representative to ICC Meetings.

² Ad Hoc Clubs don’t have to attend the weekly ICC meetings but there are not allowed to request funding from the ICC Trust or vote on agenda items if they choose to attend a meeting

academics with extra and co-curricular activities provides an opportunity for students to apply what they have learned in the classroom to practical situation. In fact, student activities can be described as a "learning laboratory" and deepen the learning experience, especially for first generation students who may need additional guidance or context to apply new knowledge.

Inter-Club Council

The Inter-Club Council was established with the intent to govern, promote and encourage broad participation amongst clubs at SRJC and is responsible for the recognition, activation and coordination of all clubs on the Santa Rosa Campus. Inter-Club Council meets Wednesdays from 1:30-3:00 pm in the Rotary Center for Student Leadership (Bertolini 4661) and we currently offer hybrid via Zoom. It is important that fully active clubs attend ICC meetings so that we may achieve quorum and move forward with the meeting's agenda.

Student Vice President of Clubs & ICC Chair

The Vice President of Clubs is also the ICC Chair at the Santa Rosa Campus. There is also a VP of Clubs for the Petaluma Campus that meets with the Petaluma Council. These positions are elected during annual student elections, which take place during the end of the spring semester. These Individuals are elected officers of the Student Government (SGA) and are responsible for overseeing the clubs at their respective campus, running the ICC meetings and advocating on the behalf of clubs during Student Government meetings.

Club Advisors

Student Clubs and groups on campus that want to host activities and events are required to have an advisor. Advisors are not assigned; students should invite a permanent employee of the college of their choice to serve as advisor. This individual accepts or declines at their own will and consideration.

Club Advisors should be:

- any full or part-time permanent employees of Santa Rosa Junior College who is interested in donating their time for the good of the group.
- willing to attend any afterhours club meetings, events, etc.
- willing to become knowledgeable about college policies for hosting events and activities, fundraising, and expenditure guidelines;
- able to support club room requests and Special Event [applications](#);
- able to exercise good judgment and work with Risk Management and SRJC safety officials whenever needed.

Traditionally, advisors serve for one full academic year; it is at the discretion of both parties to continue the advisor's sponsorship from year to year. Ideally, the same advisor would remain in the position for several years. This provides stability and continuity to the organization. It is the responsibility of the student(s) to keep their advisor fully informed and to seek out assistance as needed. More about roles and responsibilities later in this handbook. Anyone serving as an advisor to a student club or organization may request assistance and guidance from the Student Life Department at any time.

Benefits of Being a Club Advisor

- Faculty-Student relationship building
- May be considered as service to the College for the purpose of reappointment, tenure and promotion
- Positively affect students' lives outside of the classroom
- Opportunity to engage students in research or activities related to your discipline; Or connect students with a personal passion outside of your discipline
- Enhance professional relationships with off-campus groups

Role of Club Advisors

All student clubs and organizations are required to have a faculty or staff advisor in order to obtain official recognition at SRJC. The extent of the relationship varies from group to group, and depends upon the needs of the student group. Some groups require a great deal of structure while other groups desire to remain autonomous. Club advisors are encouraged to let the students take the lead whenever possible.

As discussed earlier, behind most successful student clubs is a committed advisor; ones that holds a strong belief in the organization, has a desire to help students succeed, and has a willingness to share expertise and spend time with the group.

In recent postings on the CCC Student Affairs Association listserve, advisors and students identified the following areas as 'essential' advisor responsibilities:

- At least one advisor must supervise all club activities (both on- and off-campus). Supervision for on-campus activities does not necessarily need to be direct, but the club advisor is ultimately responsible for any actions taken by their club members during scheduled activities under their supervision.
- Inform students of and assist in maintaining compliance with relevant policies.
- Assist in tracking and managing the club's finances.
- Resolve interpersonal disputes and assist the club in maintaining accountability.
- Aid in the mentorship and growth of club leaders by staying involved and facilitating opportunities for reflection.

The following are additional roles we recommend for successful advising:

- Stay connected to the activities of the club through attendance at meetings or frequent communication with leaders.
- Ensure the club programs or activities do not disrupt the normal educational programs and affairs of the college, and ultimately are tie
- Assist with the programming ideas and logistics for events and club meetings
- Oversee the reservation of facilities and necessary equipment well in advance of the activity.
- Notify Student Life of a planned event that (despite best efforts) appear likely to violate the campus conduct standards.
- Review club constitution and bylaws to ensure they are in accordance with SRJC, local, state, and federal policies and laws.
- Support outreach and new member recruitment and onboarding.
- Inform club officers of important academic deadlines and processes.

- Inform yourself of the policies and procedures of the SRJC for student organizations, especially in the coordination of events and activities.
- Ensure that students are also aware of and adhere to these policies.
- Assist student leaders in preserving records of the organization for continuity by keeping minutes of each meeting, membership lists, evaluations of activities and other pertinent information. Note: you may be asked to verify a decision made by the club at a meeting (such as spending club funds).
- Be involved in the financial transactions of the club/group and assist with planning budgets and maintaining financial records. Clubs are required by state law to bank their funds in an account in Student Affairs and SRJC policies. Under no condition is a club to have an off-campus bank account for club funds. There is no cost to the club to bank their funds with the college.
- Assist the group in the selection of officers and help make officers aware of their responsibilities.
- Encourage a diverse membership and interaction with other clubs. All students are welcome at student clubs, so be sure your club is accessible and welcoming to a variety of students.
- Provide continuity and connection for the club from year to year.

The Advisor's level of responsibility and style of advising should be determined by the needs of the club and the situation. It is recommended to the Advisor and club members to take time to clarify roles and discuss expectations prior to the beginning of each academic semester or whenever necessary.

Recruiting Club Members

You can begin recruiting club members before becoming an official club. This will help you find officers and other members needed to perform official club business such as access funds, plan activities, etc. Here are a few ideas on club recruitment:

- Post on the MySRJCAApp.
- Create a flyer in Canva.
- Create social media accounts to help promote your club and interact with other clubs on social media.
- Create and circulate a google form where interested students can sign up for club communications
- Submit your clubs flyer to Zack Miranda (zmiranda@santarosa.edu) for submission in the BearFacts newsletter.
- Submit your flyers to ICC Advisor Nick Hill (nhill@santarosa.edu) for submission to the Student Life Social Media accounts.
- Attend SRJC events and spread the word.
- Ask your teachers if you can make an announcement at the beginning or end of class.
- Attend meetings of other clubs and make an announcement.
- Make an announcement during public comments at an ICC meeting to inform other clubs about the club you intend to start.
- Attend a Student Government meeting and make an announcement during public comments.

- Ask other faculty and staff advisors for help in promoting the club.

Let's Get Activated!

All clubs are required to submit an activation packet to be recognized as an official club at SRJC. There are two activation periods at the beginning of each semester. Spring semester covers the summer as well. All clubs must complete the Club Activation Packet during the Fall semester, Clubs that were active during the Fall Semester and wish to remain active during the Spring/Summer will need to complete the Reactivation Packet during the Spring Semester. All clubs must have at least two students and an advisor to become active. Advisors are asked respond to emails (digital signature) or sign hard copy forms for various club activities. If a club is struggling to find an advisor they should reach out to Student Life for help.

[Club Activation Packet](#)

[Club Re-Activation Packet](#)

[Student Life Forms Page](#)

Club Meetings

There are multiple ways in which clubs choose to run their meetings. Some are more structured while others are less structured and more informal. Below are some best practice tips and ideas that you can use to help support club meetings:

- Elect officers-Club President, Club Treasurer, ICC Rep and Club Secretary. The club can choose to create additional positions if they so choose, such as 'Outreach and Promotions' or 'Activities' ect.
- Set a regular time and location for the meeting so that members are able to plan accordingly.
- Have a plan on what the club wants to discuss during the meetings, one way to do this is to create an agenda for the meeting and share it a couple of days in advance of the meeting. This will allow club members to come to the meeting prepared.
- If there is an agenda item about spending club funds, it is best practice to have the club vote on it and the advisor to oversee and record the vote. When clubs reach out to Student Life about accessing their club funds we will also check with the advisor to ensure that the advisor approves.
- If the meeting is over Zoom than the advisor should provide students with access to their SRJC Zoom account. Students can also request and SRJC Zoom Pro account through IT if they have an @santarosa.edu.bearcubs.edu email account. Email Nate Musset at nmusser@santarosa.edu to learn more about obtaining a Zoom Pro account.

Requesting Funds

Fully active clubs are allowed to request funds from the Inter-club Council in order to support club activities. A maximum of \$400 is allowed per request and clubs are allowed multiple request per semester. Here's the process:

- **Step 1:** Complete the [ICC Grant Proposal](#), including the Advisor's signature by 5:00pm the Thursday before the ICC meeting where the funding proposal will be voted on. Send to Nick Hill at nhill@santarosa.edu

- **Step 2:** The Student Life advisor and ICC Chair will review the request to ensure that everything is complete and possibly ask the club for clarification. *The request will then be added to the ICC Agenda.*
- **Step 3:** Attend the ICC meeting where the other clubs in ICC will have the chance to review the request, ask questions, and vote on the request. The clubs voting may vote to approve the request, not approve the request or they may vote to approve a lower amount than what the club has requested.
- **Step 4:** Start purchasing; If you or the student do not wish to carry an expense then the Student Life, Equity, and Engagement staff has access to District credit card that can be used in-office to purchase supplies, travel, etc. A purchasing order for larger supplies is also an option. Alternatively you can save your receipts and process the same way as below.
- **Step 5:** Submit all the receipts using the [Club & Trust Reimbursement Request](#) and email it along with the meeting minutes and any receipts you have to ICC Finance Advisor Melissa Cowan at clubaccounts@santarosa.edu. Indicate “CalCard” or “Purchase Order” on the form if you purchased using these methods. Please reach out to the Finance Advisor with questions.

*We recommend that clubs wait funding and event approvals before they purchase related supplies. If a club decides to purchase something in advance and requests to be reimbursed from the ICC Trust there is a risk that they won't be fully reimbursed or reimbursed at all.

[ICC Grant Proposal](#): Complete to request funds from the ICC Trust

[ICC Club & Trust Reimbursement Request](#): Complete after funds have been approved

[SGA Funds Request](#): If you need additional funds check in with Student Government

Student Government uses a similar funding request process. If your department, student group, or program would like partner or collaborate with Student Government please reach out to Zack Miranda to discuss your goals and next steps.

Fundraising

Fundraising is a great way for clubs to raise money to help support club activities. By having their own money, clubs have more flexibility and are less reliant on ICC for funding. This allows for more freedom and well as access to their funds in a timelier manner. Student Life encourages clubs to fundraise and any club that needs assistance with their fundraising should reach out to the ICC Advisor, ICC Chair and ICC Treasurer. Below are some ideas for potential fundraisers:

- Dine & Donate
- Local Business Sponsorships
- Eteams Sponsorships
- See's Candy Fundraiser
- Fundraising Dinner or Themed Event

Student Life encourages clubs to fundraise to help support their club activities. Here are a few important tips for raising and managing student funds:

- A [Special Event Application](#) should to be completed for on and off campus events.
- Fundraising efforts require the approval of the club advisor and Student Accountant, clubaccounts@santarosa.edu.
- All Club financial records, deposits, checks and financial activity should be managed through the Student Accountant, Melissa Cowan (clubaccounts@santarosa.edu) and keep the club advisor in the loop.
- All payments to vendors or suppliers for materials and services should go through the Club Trust. Students should not be handing cash or checks to vendors. A W-9 is required from vendors requesting payment for a service.
- Sales tax @ 9.00% will be deducted from deposit for sales of all material good (See's, Food Sales, T-Shirts, etc.).
- Alcohol purchases are not permitted and cannot be reimbursed.
- Can reimburse for purchases of goods, etc: cannot reimburse for individual services, (training/performance/lecture) this must be done through SRJC Escape Requisition.
- Please notify the Student Accountant in advance of any club fundraiser so we can be sure to meet your needs.
- Certificates of Insurance may be required for any performances (free or paid).

Facility & Equipment Use

Rooms for group, project, or club meetings do NOT require a Special Event Application. Instead, rooms can be reserved directly by using this form. Student Life can assist you with this process or you can have the administrative assistant within your department reserve rooms via EMS.

Student Life, Equity, and Engagement has several resources your student group might like to borrow, such as tables and chairs, games, and food service supplies. Students can check out of SLEE Equipment directly from the first floor Bertolini Info Desk.

Student Events

Student events help bring the curriculum to life and provide students with important professional skills while also building a thriving student life at SRJC. Currently (Fall 2022) events announced to the public require cabinet approval. A [Special Event Application](#) must be completed and turned into at least 3 weeks in advanced so that it can be reviewed and turned into cabinet. The request form will also help SLEE and other support services (custodial, public relations, media, etc.) ensure adequate support the event.

Risk Management and Liability

It is important to be aware of all planned activities of the club and the relative potential liability to students and participants.

Food

Having food at events is always a great way to attract students to your event. Fresh & Natural provides on-site catering services. If you plan to have your event catered (food is delivered

and/or served) then Fresh & Natural has first right of refusal and a [waiver](#) is required to use a different vendor. Contact Jenny Chhay or Andy Chhay-email: guser67@santarosa.edu for more info.

- For outside catering/vendors, where you pick up and self-serve the food, please make sure the business has a valid health permit and include a [W-9](#) along with your Club & Trust Funds Request Form.
- Safe food handling is crucial. Food must be prepared in a professional kitchen or sold in original packaging. Please label food for those who have allergies whenever possible.
- Student/staff food servers should use disposable gloves and have hair pulled back. Aprons are available for loan in Student Life.
- If food is brought by members of the public or event attendees (i.e. pot luck) all food must be prepackaged.
- Food sold as a fundraiser may have sales tax deducted when you make your club deposit.
- Certificate of Insurance is required for any independent contractor or business operating on the SRJC campuses. Advisors must be present at events, if the advisor is unable to attend the event please reach out to Student Life about the possibility of having a staff member of Student Life attend the event.

Online Events

Events hosted on Zoom are also required to complete and [Special Event Request Form](#) but may not require Cabinet approval due to limited impact on Campus Services. All Zoom events are required to use a **santarosa.edu** Zoom link and have an advisor present at the event.

If the advisor is unable to attend the club event, please reach out to Student Life, Equity, & Engagement and there may be the possibility that one of our staff will be able to attend the event in place of the advisor.

Promotions

Digital Promotions

- Post on the MySRJCAApp.
- Create a flyer in Canva or Adobe
- Create social media accounts to help promote your club and interact with other clubs online
- Create and circulate a google form where interested students can sign up for club communications
- Submit your flyers to Zack Miranda (zmiranda@santarosa.edu) for submission in the BearFacts newsletter.
- Submit flyers to ICC Advisor Nick Hill (nhill@santarosa.edu) for submission to the Student Life Social Media accounts.

Tabling the Quad & Club Meetings

If clubs wish to table the Bertolini Quad between working hours (8:00 am-5:00 pm) then it is not necessary to turn in an Event Request Form or have an advisor present. Clubs can check in at the Information Desk (1st Floor Bertolini) and will be provided with a table and chair if they wish to table the quad. Club meetings that take place during working hours in Student Life

spaces (CSL, Club Cave, Senate Chambers) also do not require an advisor. Meetings outside of working hours will require a club advisor to be present. If you wish to reserve the Center for Student Leadership for a club meeting please complete this form or reach out to Nick Hill at nhill@santarosa.edu.

Postings in glass cases

Only official postings in designated areas are allowed on the SRJC Campuses. To have your flyer reviewed and permission to post please visit the Bertolini first floor info desk.

Travel & Off-Campus Events

Traveling with students requires a variety of approvals and forms and will be different depending on the nature and logistics of the travel/event. And sometimes, no advisor is required. For example, at an informal off-site gathering of the club or a club meeting on campus during business hours.

Because navigating the process and determining what type of coverage and support are needed, we recommend you reach out to the Director, Student Life & Engagement and / or Risk Management to discuss your plans. Here are some general guidelines to help:

- Any club function held on or off-campus is not an official club function unless the advisor is in attendance. Furthermore, It cannot be promoted as a college-affiliated event if it is 'unofficial'.
- When the advisor is in attendance, the same rules and regulations govern the function as if it were held on campus. Additionally, unless the advisor is present during an off-campus activity, the school insurance plan will not cover any accident and/or injury.
- Your signature on a [Special Event Application](#) and Travel Request Form assures that you have reviewed the logistics and regulations associated with the event. If you sign and then you are unable to attend, then the event is not considered a college-sponsored activity and no school insurance applies.
- If there is a concern, to reduce liability, club advisors should inform club members in writing that a proposed activity could be considered illegal, dangerous, or otherwise inappropriate and confirm that potential participants are informed of possible hazards.
- Students who are providing their own transportation to events/games/ field trips must not travel in vehicles that are driven/ owned by coaches and/ or Advisors.
- Students may travel in college owned vehicles driven by advisors or coaches who have been cleared to drive through the district. In order to drive and reserve a school vehicle advisor must fill out the [Driver Clearance Form](#) and complete the online vehicle training course. Once the online drive training is completed and the advisor has been cleared by the district you can request the use of a district vehicle through facilities. Contact ICC advisor Nick Hill if interested in participating in the van training program.

- To reserve a school vehicle please plan ahead and provide at least two weeks' notice (the more the better). Complete the [Vehicle Use Form](#) for each request and submit to Facilities ServiceDesk Ticket.
- If a student chooses to use their personal vehicle to travel to and from an event/activity, all liability and property risk falls on that student driver and insurance company. It is strongly discouraged for advisors and/or coaches to ride in student vehicles to a college sponsored activity.
- While working at an officially approved student activity, advisors are performing official college business, so all employee benefits such as disability, compensation benefits, and liability insurance are in effect.

Travel Forms

- [Advisor Travel Packet](#)
- [Student Travel Packet](#)
- [Conference and Travel Attendance Agreement](#)

If Problems Arise at Off-Campus Event or Travel

During travel or special events, the advisor has the disciplinary authority and responsibility. In essence, the advisor represents the District and can address issues and activities in a manner no different than they would during an on-campus class/activity. Any disciplinary action will be governed by the District Policy and the Student Conduct Standards and due Process/Discipline Procedures.

It is recommended by the Student Life office that problems are dealt with by the advisor in charge of the event if at all possible. If not, District Police can be called when the event is on campus. Advisors are expected to identify themselves and cooperate with authorities at an event when a problem involving behavior and/or safety arises.

If a problem develops off campus, call appropriate law enforcement agencies in the area. Any incidents should be reported to the Student Life office as soon as possible.

It is also recommended by the Student Life office that all club advisors become familiar with campus policies and procedures related to clubs. These include, but are not limited to, Conference Funding Code, Publicity Agreements, Student Code of Conduct and BCARE process, and Fundraising and Expenditure Guidelines affiliated with student funds.

Other Tips & Reminders

- Students and advisors can use student funding to incentivize participation or foster school spirit. However, it is critical to not reference these incentives as a 'raffle' or 'drawing' since these functions are prohibited. "Participation Prizes" and "Incentives" should be open to anyone participating in the activity.
- Collaboration on clubs and activities is a great way to increase the 'reach' of an event and avoid burnout, just make sure you choose a lead advisor responsible for important policies and procedures.

- Let the student lead, provide guidance and support where needed; consider prompting questions that helps the student tune into their own values and goals.
- Reach out to Student Life when you don't know the answer or need assistance
- Most importantly...Have FUN!!!

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