

Student  
Organization  
Advisor Training



# Welcome Advisors





# Meet the Team



**Tiffany Freeman,**  
Director,  
Campus Engagement



**Brandon Marshall,**  
Facilities Manager



**Spenser Emerson,**  
Associate Director  
Campus Recreation



**LaShanda Hardin,**  
Program Coordinator

**Tony Berry**  
Technology & Communications  
Manager



**Assistant Director,**  
Student Organizations



# Training Overview



Laker Life's Role & Responsibilities

Student Organization Registration Process

Importance of Student Organization Advisors

Student Organization Officer Responsibilities



Advisors Role & Responsibilities

Laker Life Resources







# Laker Life's Commitment

Laker Life commits to compliment the curricular experience at Clayton State University with departmental services including campus wellness, student involvement, and a range of comprehensive co-curricular experiences.





# Laker Life is Here to Help

- We serve as a resource for student organizations.
- We provide programming, logistical assistance, and guidance for organizations such as training opportunities, organization management, and leadership development programming.
- We enforce as well as communicate and clarify Clayton State University policies and procedures.





# Importance of Student Organization Advisors



Guide



Policies, Process, & Procedures





Resource





# Advisor Responsibilities



- Appointment of the Advisor role is a mutual selection between the student organization and prospective Advisor.
  - Student organizations should primarily be managed and run by its members and officers.
  - The Student Organization Advisor is mainly responsible for providing advice and guidance for the Student Organization.
  - In addition, Advisors are responsible for the health and well-being of our students.
  - Be familiar with university policies and procedures regarding student organizations.
  - Assist with Finance/Funding Requests.
  - Document Assistance.
- 
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# Advisor Responsibilities Cont.

- Provide required signatures on documents to assist the Student Organization
  - Approving meeting and event requests in Involve/Presence
  - Attend Advisor Training
- Attend Advisor Corner
- Student Organizations are to be operated and managed by the Student Organization Members (Students).

Therefore, Advisors are not permitted to:

- Request event space on behalf of the Student Organization
- Contact the Laker Life Staff regarding set-up needs of the Student Organization Events
- Attend CSOL meetings or any other required trainings/meetings for **(in the place of)** Student Organization Members





# Advisor Expectations



Student organization members are students first. Involvement in campus life is a complement to the classroom experience (co-curricular). Advisors should be aware of students' academic performance and provide guidance and referral to campus resources if needed.



The level of involvement of an Advisor depends on the Student Organization and its leaders. Attendance at every meeting may not be necessary, but it is the best way to stay informed of the activities of the organization.



When in attendance at the meetings, the Advisor should participate in an Advisory capacity and not run the meetings. An Advisor should facilitate discussion, offer objective points of view, present alternative solutions to problems, and encourage the student organization and its' leaders. Attendance at events should not be viewed as supervising, but as an opportunity to show support and encouragement of the Student Organization.



It is very important for the Advisor and the Student Organization to agree upon what the Advisor is expected to do.





# Suggestions for Student Organization Advisors



## Meet

Meet early with student organization officers to establish expectations regarding Advising and Attendance at Student Organization events.

## Provide

Provide times for Student Organization Leaders to meet with you one-on-one to discuss the Student Organization and any potential challenges.

## Get

Get to know the leadership and working style of the Officers of the Student Organization so that you can effectively facilitate the Cabinet/Executive Board Functions.

## Attend

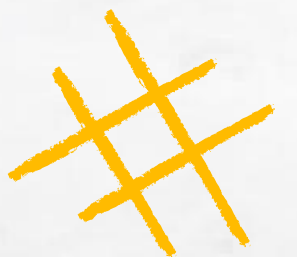
Attend Meetings and Functions of the Student Organization to show that you are an available resource to them and can help in many ways.

## Make

Make yourself available to the general membership for advising and questioning. Most often, these are the students who will be assuming the leadership roles in the upcoming years.

## Encourage

Encourage the Executive members to utilize the general members to execute programs and events so they feel that their time is well-spent with the Student Organization





# Student Organization Registration Process

- Attend RESET or New Student Organization Training (requirement for active status)
- Complete organization re-registration/registration in Involve/Presence (Student organization management software)
- Advisor completes advisor training & signs advisor agreement
- Upon approval organization moved to active status.



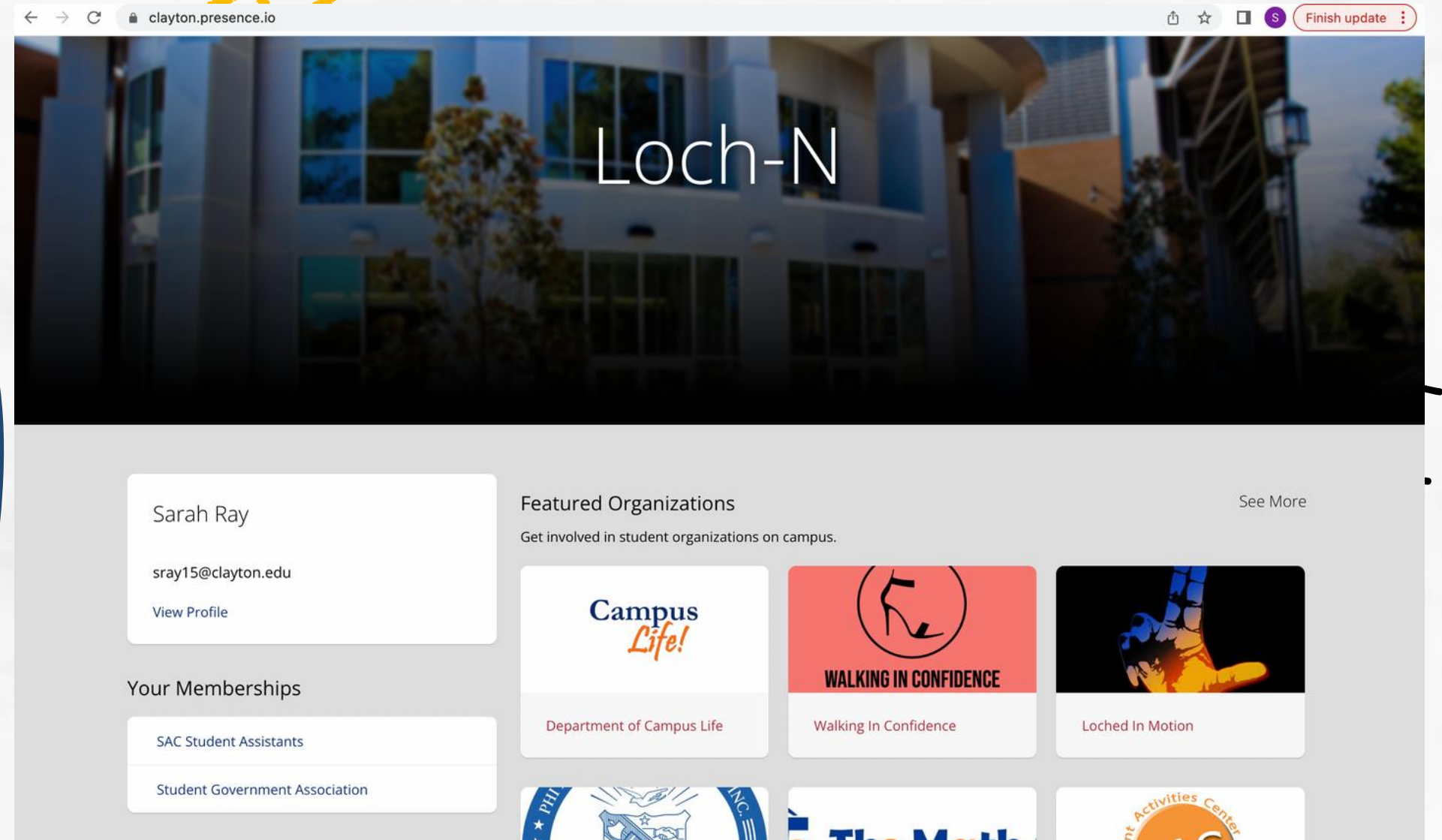
**Did You Know?**

Organizations must have a minimum of 5 currently enrolled students (undergraduate or graduate) & a full-time staff/faculty advisor to seek active status?



# Virtual Organization Management: Presence Loch-N

- Register organization (new)/complete the transition process (returning)
- Meeting and event registration
- Track and attain reports on event attendance
- Complete forms and agreements





# Forms

Title	Description
Fundraising Request Form	
Payment/ Reimbursement Request Form	
Reflection Form	
Student Leader of the Month Nomination Form	The purpose of this award is to acknowledge and recognize a student that has demonstrated outstanding leadership in student involvement and service. To nominate a student, you must be a current Clayton State University faculty member, staff, or student. Please complete the following nomination form.
Student Organization Advisor Agreement 2025-26	Student Organization Advisor Agreement Form

- Go to Presence platform: <https://clayton.presence.io>
- Sign in (see red circle) using your Clayton State credentials
- Find the current Advisor Agreement under Forms (blue circle)



## Student Organization Advisor Agreement 2025-26

Student Organization Advisor Agreement Form

***By signing this contract, you certify that you have read, reviewed, and have a clear understanding of the roles and responsibilities of Student Organization Advisors as a result of completing the Student Organization Advisor Training provided by Laker Life. Review and e-sign the agreement.***

As a full-time faculty/staff member of Clayton State University, I agree to serve as an Advisor.

I am aware that all student organizations are required to have an Advisor in order to be recognized by the University. An advisor must be a full-time employee of Clayton State University, either as a faculty member or staff member. Student organizations are run and managed by students themselves and I understand that my role is to serve the organization in an advisory capacity and any conduct that conflicts with such duties will result in my immediate removal. I am also aware that being a Student Organization Advisor is voluntary.

### **I Understand and Agree to:**

1. Have a firm understanding of all University and Campus Life policies and procedures.
2. Have a firm understanding of the organization's constitution and procedures.
3. Provide advice and guidance and serve as a resource and mentor for the members.
4. Provide resources for events and assistance in the administration of the financial affairs of the organization.
5. Not to make decisions on behalf of the organization without consulting the members.



Important Notice: **Advisors are required to be *aware* of ALL events hosted by the student organization; acknowledge each event hosted by the student organization; and attend all special and late-night events.** \*In addition, student organizations and/or the Department of Laker Life reserve the right to remove an Advisor.

Name (First & Last):  
\_\_\_\_\_

Department:  
\_\_\_\_\_

Student Organization (Please list ALL organizations that you advise):  
\_\_\_\_\_

Campus Extension:  
\_\_\_\_\_

Campus E-mail Address:  
\_\_\_\_\_

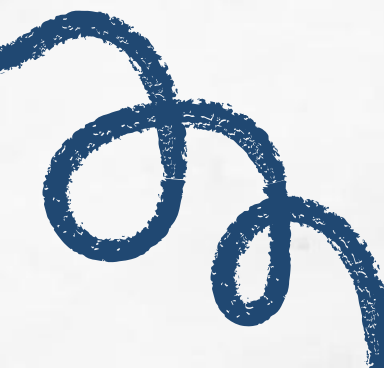
Signature:

x

CLICK TO SIGN

Date:  
\_\_\_\_\_

- Don't forget to list all student organizations that you advise, if you advise more than one.





# Common Policies

## Posting Policy :

- All campus postings must be approved by Laker Life. Any material posted on campus that is not stamped by Laker Life will be removed and discarded. Laker Life will only approve (3-5) flyers, posters or signs per event, meeting or program (Each posting must have an approval stamp).
- There is a 3-5 business day turn around time for flyer approvals.
- Student Organization Members must submit all postings to the Laker Life Correspondence via email [LaShandaHardin@clayton.edu](mailto:LaShandaHardin@clayton.edu). Upon approval, the stamped postings will be placed in the Student Organization's mailbox for retrieval.
- Postings requiring approval must be submitted by a Student Organization Member.





# Common Policies

## Event Registration Policy:

- Student Organizations must submit their events by completing an Event Registration in Presence & a Space Request in Astra (campus scheduling platform).
- Student Organization members must contact Mr. Tony Berry [tonyberry@clayton.edu](mailto:tonyberry@clayton.edu) if they have questions about additional training and using the Astra Space Request and/or Involve/Presence Event Registration.
- Upon review of the Event Registration in Involve/Presence, denial; approval; or concerns will be communicated to [LaShandaHardin@clayton.edu](mailto:LaShandaHardin@clayton.edu).
- The Event Registration/Space Request must be submitted by a Student Organization member. Advisors are not permitted to submit event registrations/space requests on behalf of the Student Organization. However, Advisors must be aware of all events requested by the Student Organization.

**REGISTRATION**



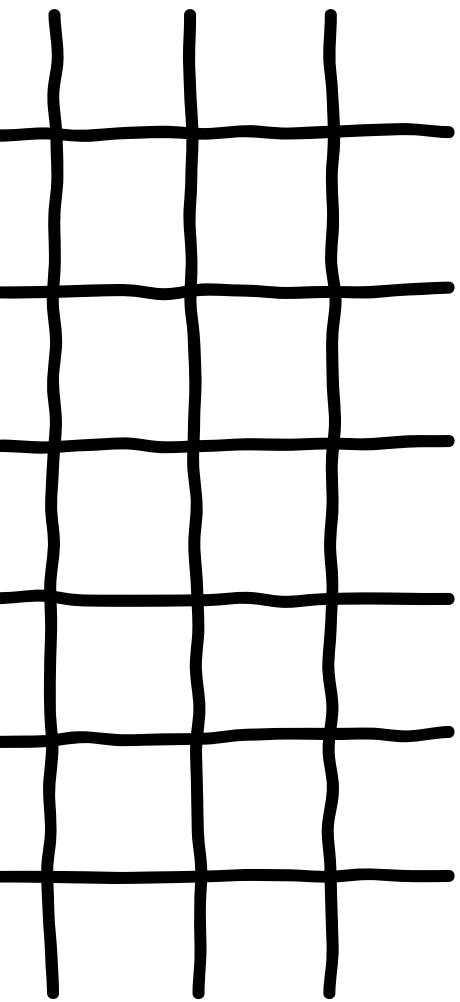


# Common Policies



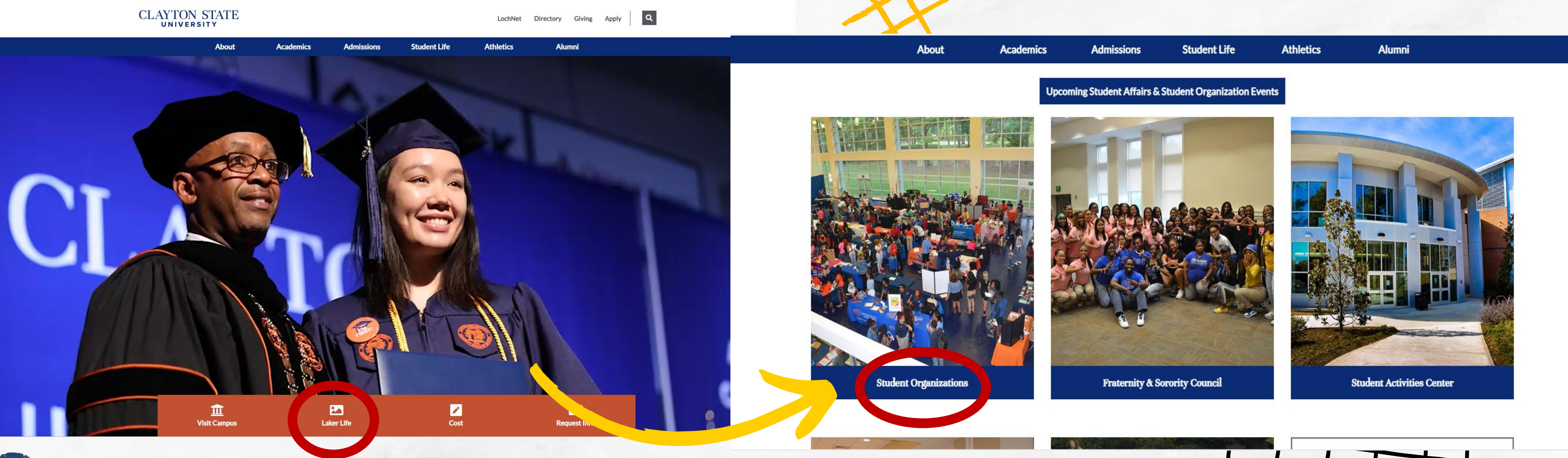
## Events

- Student Organization Advisors are required to attend all events and programs held on the weekend (Friday night through Sunday night)-excludes meetings.
- Student Organization Advisors are required to attend all large-scale events (Parties, Festivals, Pageants, Fashion Shows, etc.)
- Student Organization Advisors are required to attend all events and programs that start or end after 8:00pm and are required to stay at the event until the clean-up has been completed.





# Student Organization Management Resources



The image is a screenshot of the Clayton State University website, annotated with hand-drawn elements. At the top, the title "Student Organization Management Resources" is written in a large, blue, cursive font, accompanied by three yellow stars. The website header features the "CLAYTON STATE UNIVERSITY" logo on the left and navigation links (LochNet, Directory, Giving, Apply, and a search icon) on the right. Below this is a dark blue navigation bar with links for "About", "Academics", "Admissions", "Student Life", "Athletics", and "Alumni". A large banner image on the left shows two graduates in caps and gowns. At the bottom of the website, a red navigation bar contains links for "Visit Campus", "Laker Life", "Cost", and "Request Information". The "Laker Life" link is circled in red. A yellow arrow points from this circle to a red circle on the right side of the page, which contains the text "Student Organizations". To the right of this circle are three images: a large group of students in a hall, a group of students in a room, and a building exterior. Below these images are the captions "Fraternity & Sorority Council" and "Student Activities Center". The bottom of the image features decorative hand-drawn elements: a blue swirl on the left, a yellow crown in the center, and a series of black vertical lines on the right.

CLAYTON STATE UNIVERSITY

LochNet Directory Giving Apply

About Academics Admissions Student Life Athletics Alumni

Upcoming Student Affairs & Student Organization Events

Student Organizations

Fraternity & Sorority Council

Student Activities Center

Visit Campus Laker Life Cost Request Information





LochNet   Directory   Giving   Apply   

[About](#) [Academics](#) [Admissions](#) [Student Life](#) [Athletics](#) [Alumni](#)

## Advisor Resources

Advisors play a key role in the success of a student organization. We thank all the advisors for your commitment to serving in this capacity.

### Advisor Training Information

## Student Organization Resources

## Student Organization Resources

Student Organizations at Clayton State University are the heartbeat of the university. All student organizations are led by motivated students enrolled at Clayton State.

### Connect with Active Student Organizations

1. Helps you sharpen your leadership skills
2. Expands your personal and professional skills development
3. A great way to make new friends
4. Strengthens your connection to the Clayton State community

[Find Your Major](#)
[Strategic Plan](#)
[CLAYTON STATE](#)
[A-Z index](#)
[Laker Newsroom](#)

CLAYTON STATE

**A-Z index**

## Laker Newsroom





# Student Organization Management Resources



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Student Organizations

Advisor Resources

Astra

CSOL

Presence

RESET

Start a Student Organization

Student Leader/Org of the Month

Student Organization Resources

## Student Organizations

Student Organizations at Clayton State University are the heartbeat of the university. All student organizations are led by motivated students enrolled at Clayton State.

Connect with Active Student Organizations

4 benefits to joining a student organization:

1. Helps you sharpen your leadership skills
2. Expands your personal and professional skills development
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[Find Your Major](#)[Strategic Plan](#)

CLAYTON STATE

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Student Organization Resources

Advisor Resources

Astra

CSOL

Presence

RESET

Start a Student Organization

Student Leader/Org of the Month

Student Organization Resources

## Student Organization Resources

### Student Organization Suite

Your student organization has access to the student organization suite which includes printer access, a resource room, study room, and meeting rooms.

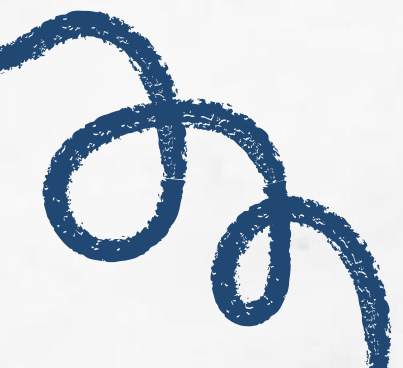
How to reserve a study room or meeting room in the Student Organization suite: Visit the Laker Life office suite located on the 2nd floor of the Student Activities Center to make a reservation. Reservations cannot be scheduled in advance.

### Leadership Training and Development

RESET  
Council of Student Organization Leaders, CSOL  
Student Organization Handbook  
Student Leadership & Involvement Awards, SLIA

### Annual Requirements

1. Identify a new officer board in accordance with your constitution
2. Attend the annual **RESET Training**
3. Register your organization in **Loch-N (Presence)**





# Student Organization Management Resources



AboutAcademicsAdmissionsStudent LifeAthleticsAlumni

Student Organization Resources

Annual Requirements

1. Identify a new officer board in accordance with your constitution

2. Attend the annual RESET Training

3. Register your organization in Loch-N (Presence)

Hosting Events

Marketing Events

Policies

Budget

Travel Forms

## How to Create a Student Organization

1. Define the purpose of your student organization
2. Recruit 5 members (current undergraduate or graduate students)
3. Attend RESET Training for student organizations and executive board members
4. Create a Constitution & Bylaws for student organizations
5. Identify an advisor for the student organization (\*Advisors must be full-time faculty or staff)
6. Register your student organization in Loch-N (Presence)

AboutAcademicsAdmissionsStudent LifeAthleticsAlumni

Student Organization Resources

Annual Requirements

1. Identify a new officer board in accordance with your constitution

2. Attend the annual RESET Training

3. Register your organization in Loch-N (Presence)

Hosting Events

All student organizations must register their events in Loch-n (Presence) and receive approval before the event can take place.

How to Register My Event (Loch-n)

How to Request Event Space – Organization Leaders (Astra)

Involve (Presence) Event Check-in

Events 101 Powerpoint

Campus Facilities Event Policies

Organization Equipment Rental Request

How to View Events/Rooms in Astra

Student Activities Center Facility Policy

Campus Space Request Satisfaction Survey

Marketing Events

Policies

Budget





# CSOL

## Council of Student Organization Leaders

The **Council of Student Organization Leaders, CSOL**, was established to ensure that student organizations operate effectively and efficiently at the maximum potential by providing an open platform for collaboration and exchange of ideas and thoughts from other student organization leaders. The council is comprised of an executive member from each recognized student organization and CSOL meetings are held monthly.

- Council of Student Organization Leaders (CSOL) meetings will be coordinated by the Department of Laker Life and will be held once per month.
- Each student organization's president is required to serve as the CSOL representative.
- The CSOL representative (organization's president) is required to attend each CSOL meeting (alternates may attend upon approval), and each organization is allowed one vote when voting is necessary.
- **Failure to have the CSOL representative attend the CSOL meetings may cause the organization to lose its active status as a registered student organization which will negatively impact the organization's SFAB funding privileges.**





Laker

*Life!*

Division of Student Affairs

# Student Leadership Institute

## Student Organization Leadership Training

**Student Leadership Institute** is the leadership training program that the Department of Laker Life has institute to assist, educate, and prepare our up-and-coming student leaders to be more proactive, consistent, and effective leaders within their organizations and in life. We hope to instill confidence and a sense of pride in the teamwork and hard work of our student organizations.

Student organizations must attend three (3) of these leadership training meetings each semester provided by the Department of Laker Life.

- We will be conducting between eight (8) and twelve (12) of these trainings on several topics throughout each semester, but attendance is only required at three (3) of these meetings per semester.
- Only one member from each student organization is required to attend.
- **Failure to have a representative attend the required three meetings may cause the organization to lose its active status as a registered student organization which will negatively impact the organization's SFAB funding privileges.**



# STUDENT ORGANIZATION SUITE

Printing Services



Open Meeting  
Space



University  
Sponsored  
Organization Offices





# ADVISOR CORNER

Twice a semester. A space for advisors to ask questions, share experiences, and network.





The entire Laker Life team is here to help.

LakerLife@clayton.edu

(678) 466-LIFE

*We wish  
you  
all  
the  
Best*



**THANK  
YOU!**