



CLUBS & ORGANIZATIONS
ADVISOR HANDBOOK
2025-2026

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THANK YOU!

On behalf of Student Activities, I'd like to thank you for investing your time into advising and educating students through Coe College Student Clubs and Organizations. As an advisor, you may already understand that involvement in college activities can make or break the experience! It is because of advisors that student clubs and organizations are able to thrive.

This manual is designed to be a helpful guide to resources and practices that can assist you as you advise your student organization.

Student organizations provide a rewarding opportunity for students to gain practical skills and enhance the out of classroom experience. As important additions to the organization, advisors guide student organization members by enhancing this experience. In addition, advisors often act as confidants in both individual and organizational-related matters, rendering knowledge about the organizations' history and tradition, and providing valuable context to the operations of student organizations.

Whether you volunteered or were assigned to this role, you will devote a significant portion of your time to making the students' experiences at Coe College a rewarding one. Thank you for advising a student organization on campus. Please do not hesitate to contact us if you have any questions or need additional support throughout the year!

Have questions?

Find us in The Office of Student Life in Upper Gage Memorial Union

Website: <https://www.coe.edu/student-life/campus-life>

Email: studentactivities@coe.edu

CLUB FORMATION AT COE

Students can create new clubs on campus at any point during the academic year. There are five key elements that must be present for a club to be created. They are outlined below:

1. **Unique Idea:** the club cannot be related or have the same efforts as other clubs on campus. The club must be new to campus (or at least an old club revived).
2. **Membership:** the club **MUST** have 5 active members to be considered a club. It must have a President, Treasurer, and 3 general members. Clubs can have more executive officers, but must have a President and Treasurer.

3. **Constitution:** the club must create a constitution that outlines their purpose, how they operate, advisor's role, and how they will manage money. A template can be found on the website on the [Resources for Clubs and Organizations page](#) or from the Student Activities office.
4. **Advisor:** the club must ask a faculty or staff member to be their advisor. They cannot operate without the commitment of an advisor.
5. **Approval:** the constitution will be reviewed and approved by the Student Activities department. Once approved, the club will need to fill out a club registration form and a request for an email and business account for future use.

Once all steps above have been completed, the club is officially active and can recruit more members, hold meetings, host events, and submit budget requests to the Student Senate.

CLUBS AND ORGANIZATIONS YEARLY REQUIREMENTS

Student Activities requires that clubs and organizations follow specific procedures on a yearly basis. This is to ensure that Student Life is keeping up to date data with our student involvement.

Re-Registration

All clubs and organizations that want to be recognized as an official Registered Organization must complete the yearly re-registration form. This is sent out in July/August every year with a completed due date by the end of August. Part of the re-registration form is confirming with their advisor that they are available to continue to advise their club, because of this someone from the club should reach out in August to do so.

Information collected during re-registration:

- Club/Organization Name
- Email & Social Media
- Type of Club (special interest, academic, sports/recreational, etc.)
- Updated Roster (Executive Board and Members)
- When the officer board transitions
- Any affiliation with an outside organization
- Any Storage Spaces on Campus
- Up to Date Constitution
- Club Advisor

Clubs and Organizations must re-register every fall in order to receive these benefits:

- Recognition as a college organization

- Use of the college's name [in accordance with the Coe College guidelines]
- Establishment of a financial account with the Business Office
- Reserve any athletic/academic/outdoor space
- Reserve equipment from Campus Information
- Reserve tables from Campus Information
- Reserve the fire pit for events
- Eligible to request club funding from Student Senate
- Advertise organization activities through the involvement app, posters, etc.
- Participate in the Clubs and Organizations Fair in the fall
- Access to the Coe College Involvement App: Flight Path

Clubs and Organizations Training

As of August 2024, all student clubs and organizations are required to send 2 representatives to the mandatory Clubs and Organizations training. We strongly encourage the President and Treasurer of the organization to attend this training.

This training outlines all campus resources, policies, and responsibilities of clubs and organizations on campus. It is also to answer any questions and make sure they get connected to the Student Activities Office if they are new to their executive board.

The Senate Treasurer is also present to talk specifically through the budgeting and monetary responsibilities that come with using Senate funding.

Clubs & Organizations Fair

This is an annual event early in the Fall Semester where clubs, organizations, and Greek Life are showcased. This is to create connections and get new students involved with clubs on campus. Student Clubs/Organizations must attend the Clubs/Organizations training in order to be a part of the Clubs & Orgs Fair.

The Clubs and Organizations Fair is not required for student organizations, but it is strongly encouraged for clubs to participate in.

Transitioning Executive Boards

It is natural at the end of the Fall or Spring semester for clubs to hold elections and elect a new executive board. Here are some tips and tricks for this transition to happen more smoothly:

1. Keep good documentation from year to year

- a. The best option for this is a shared drive where all documents and information about the club can be kept and who has access to the shared drive changes year to year. As an advisor you should also be included in this shared drive.
 - b. This allows the outgoing executives to put any documentation into the shared drive and the incoming executives have access to look back over it any time they wish for any questions they may have.
2. Transition Meetings
 - a. Ask the outgoing executives to create a document with everything that their role entails and gather any other documents or information they used in their position to give to the incoming executives. Then have the incoming exec sit down one on one with the outgoing exec to go over questions they may have about the position and the documentation to help set them up for success in their position.
 - b. If the same person is holding the same position two terms in a row, still have them create the document for the sake of having good documentation.
3. Executive Retreat (Optional)
 - a. It may be beneficial to set aside a couple hours with the new executive team to go over the coming semester or year to make sure everyone is on the same page with what events you want to do, when to have meetings, and the overall mission and vision of the club for the coming year.

Also when transitioning executive boards, please have the new board send in an updated executive board roster to the Student Activities email for our records.

FUNDING FOR CLUBS AND ORGANIZATIONS

Clubs and Organizations that are open for any student to be a part of, meaning there is no fee attached to their membership, are able to request money from Student Senate as operating budgets for their club or organization. The money Student Senate has to allocate to clubs is from the Student Activity Fee that all Coe Students are required to pay as a part of their experience here.

All clubs and organizations that receive funding from the Senate need to abide by their by-laws. The full Senate by-laws can be found on Moodle.

Important to note:

- Funds **must be spent the way they were allocated** in budget lines. You cannot move funds around from event to event despite having extra funds leftover. Funds are designated by line item/event only. Clubs may ask the Senate for a **reallocation** of those funds, but it has to be approved before spending that money.

- Any funds left over in the account at the end of the semester will be **returned to the Student Senate general budget**. This will go towards the next semester's supplementary allocations for all clubs/organizations.
- Every registered club/organization has the opportunity to ask for a budget from the Student Senate every semester. If clubs/organizations miss that deadline, they can receive money via Supplementary Allocation requests the following semester.
- If a club is brand new mid-semester, they can request money from the Senate via Supplementary Allocation until they are ready to propose a budget for the next semester.
- The full Senate Budget and Finance Guidelines can be found on moodle.
- Violating any of the Senate's Budget and Finance Guidelines may result in the club's account being frozen.
- **Any over-expenditures made by the club will be held responsible by the President and Treasurer of said club**. Overexpenditures should be reported to the Senate Treasurer as soon as possible. They can be re-paid through personal funding/fundraising, but the club's budget is frozen until it is paid back.

How to Spend Senate Funding

Senate Credit Card

Senate has a credit card that all clubs with funding can reserve to use to purchase supplies for their clubs. The credit card is located at the Front Desk of the Student Life office.

Clubs must reserve the card via the Senate Sign Up Genius (located on moodle). Clubs must fill out the sign up with their club name, the individual who is picking it up, and where they plan to spend the money. The card can only be checked out from 8:00 am - 4:30 pm Monday through Friday.

The credit card must be returned back to the Senate binder at the Student Life front desk, and the club must fill out the log in binder as to the money they spent and where it was spent. A digital copy of the receipt(s) must be sent to the Senate Finance email. Failure to do so will result in credit card privileges being terminated from the club.

Check Request

Clubs can pay for services via check request from the business office. These are typically requested for vendors or substantial purchases. The club treasurer fills out this [form](#), has it signed by their advisor, and it is returned to the business office physically or via email.

Clubs need to know their account number in order to complete this request. They also need an invoice/receipt/contract and a W9 from the vendor.

It is important to note that checks must be requested by Noon on Tuesday to be sent out the Friday of that same week.

Personal Reimbursement

Clubs can also purchase supplies with their personal money and be reimbursed at a later date. This typically happens when a club isn't able to secure the senate credit card or is in a pinch!

Once the purchase has been made, the club treasurer fills out this [form](#), has it signed by their advisor, and it is returned to the business office physically or via email. Clubs need to know their account number in order to complete this request.

Clubs need to know their account number in order to complete this request. They also need an invoice/receipt/contract and a W9 from the vendor.

If the reimbursement amount is under \$50 cash will be given for the reimbursement. If the amount is over \$50, a check will be given for the reimbursement. The same process applies for reimbursement checks - must be turned in by noon on Tuesday to be cut by Friday.

TRAVEL POLICY FOR CLUBS & ORGANIZATIONS

Coe College has a policy for student clubs and organizations that travel for school-sponsored events. You can review the full [Travel Policy here](#).

In general, if a club/organization is renting cars or buses to travel in or using personal vehicles, they need to be authorized drivers approved by the business department beforehand.

All trips need to be registered with the student activities office through the [Travel Plan Request form](#). This form must be filled out 10 days prior to students traveling.

An advisor is required to be on the trip if any one of the following occurs:

- The trip is longer than two consecutive nights
- The destination is more than 300 miles from campus
- Vehicles are rented through the College

Please take the time to read the full policy to understand all aspects of the Travel Policy. After a trip is approved by Student Activities, all attendees must fill out the Student Trip Waivers. These will be sent to you when it is approved and due 48 hours prior to the departure time. A digital copy will be given to the Trip Leader for the trip and kept with Student Life.

CONTRACTS FOR OUTSIDE VENDORS/PERFORMERS

Students or Advisors should never, under any circumstance, sign a contract for an outside vendor, entertainer, or service. All contracts MUST be reviewed and signed by Student Activities and the Business office. These contracts can be sent via email to studentactivities@coe.edu. Please allow at least 5-10 business days to process the contract.

Hold Harmless Agreement

Any and all performers and speakers brought to campus are required to sign the Hold Harmless agreement, regardless if they have a contract or are volunteering.

This agreement outlines that in the event of some sort of accident occurs while on Coe College property they will not sue Coe College.

Contact the Student Activities email (studentactivities@coe.edu) for this agreement. This agreement must be signed and sent back to the Student Activities email before any performer or speaker sets foot on campus.

RISK MANAGEMENT FOR CLUBS & ORGANIZATIONS

Clubs and organizations should be reporting issues at events and requiring waivers for dangerous activities at events. This also applies to clubs that may be more physical in nature.

Activity Waiver

If your event includes an activity that could potentially cause harm, Coe requires all students who are participating to sign an [activity waiver](#). Types of events that you would need a waiver for: inflatables, mechanical bull, dunk tanks, field day games, etc. Once the event is completed, all waivers must be turned into Student Activities to be kept for our records.

Club Activity Waiver

This type of [waiver](#) should be signed for all members of clubs that participate in physical activity as a regular part of their membership. Some examples of clubs like this would be Fencing Club, Combat Club, etc. All waivers must be signed by every member of the club and sent to Student Activities to keep digital copy. The club should keep digital copies of all members as well. The agreement will need to be re-signed at the start of each academic year.

Incident Reports

If an injury or accident happens at an event, call campus security (319-399-8888) and relay as best you can what happened. While they are on their way, write down detailed notes about what occurred, take any photos if applicable, and email the information to campussecurity@coe.edu and they will write a report for the incident. Detailed information will help us best support the injured student(s). Types of incidents to report would be injuries, assaults, inappropriate or unwanted behavior.

Students, Faculty, or Staff that witness the incident can use the [public incident reporting tool](#) as well.

Anti-Hazing Policy

Coe College defines hazing as any actions, on or off campus, which recklessly endangers the mental or physical health or safety of another person or persons for the purpose of initiation or admission into, or affiliation with or as a condition for continued membership in any organization group sanctioned by or recognized by Coe College.

Any individual student, student group, student organization, or athletic team found to be involved in hazing activity or behavior will face disciplinary action and may be subject to suspension or expulsion from Coe College. A violation of this policy may exist irrespective of any alleged voluntary or consensual participation in the activity by the person(s) being hazed or abused.

All clubs and organizations are required to sign the Anti-Hazing Agreement sent out by Student Activities. This must be re-signed annually.

You can read through the entire Anti-Hazing Policy [here](#).

Reporting Hazing:

Advisors who hear that their organization, group, or team has participated in hazing should report these to the conduct office immediately. Students can also report hazing incidents through the same form below.

You can write a detailed report here: [Coe College Public Reporting Page](#)

Events with Alcohol

In order to host an event or party in the houses or apartments, students must complete the following steps:

1. All hosts, sober hosts, and students living in the event/party space must complete the online risk management training
 - a. The training can be found on Vector Solutions
2. All events/parties must be approved by Residence Life
 - a. Fill out this [registration form](#) in order to get approval
 - b. All forms must be submitted at least five business days in advance of your desired event date
 - c. All guest lists must abide by the maximum number of people for the space you are hosting your event/party
 - d. All events/parties must be BYOB
3. Failure to follow these steps may result in your club/org/house/apartment on probation
4. All events where alcohol is present (including off-campus events) must be registered through this process.
5. More guidelines for hosting an event with alcohol can be found in the [Student Handbook](#).
6. For any questions regarding this policy contact residencelife@coe.edu or conduct@coe.edu

Campus Civility & Political Activity Agreement

As a recognized student organization on Coe's campus, all clubs and organizations must annually agree to and sign the Campus Civility and Political Activity Agreement. You can see the full outline of what these policies are in the [Student Handbook](#).

We go over these policies in detail during Club Leader Training in the Fall semester. Clubs and organizations must resign this agreement annually.

PUBLIC PERFORMANCE RIGHTS

Even though Coe is a private, educational institution, we need to abide by copyright laws in regard to public viewing of copyrighted movies and videos. The concept of "public performance" is central to copyright and clearly defined by the law. For films, this means anytime a movie is shown outside of someone's home, it must be properly licensed.

Public Performance is:

- Anytime a movie viewing is in a public space (a lecture hall, residence hall lobby, meeting room, outside on the quad are all considered public spaces even though Coe is considered private property).
- If a viewing is open to the public (no matter where it's held)
- If a viewing is open to people outside of a normal circle of friends/acquaintances, no matter where it is held (including student club movie nights, RA's hosting floor events, a department hosting a movie with a Q&A)

The only time public performance rights are NOT needed is when an instructor is showing a film in the classroom as part of a scheduled class, which is open only to the members of that class.

Most licenses can be purchased through a licensing company such as SWANK motion pictures. For smaller films or documentaries, licensing can often be obtained directly from the producing company. You can request Student Activities (studentactivities@coe.edu) to look into pricing for your licensing from SWANK.

FAQs regarding licensing:

Q: If I own the DVD (or the Library does), does that qualify as having the public performance rights?

A: No, simply owning a physical copy of the DVD does not mean you have purchased the performance rights. You MUST reach out to Student Activities to obtain rights from SWANK motion pictures company.

Q: If my club purchases the rights one time does that mean we can show the same film every year or multiple times?

A: No, public performance rights are purchased for 1 viewing only. You cannot show the movie again without purchasing rights again.

Q: What is the average cost for public performance rights?

A: Depending on the age of the film and audience size, we have seen public performance rights cost student organizations anywhere from \$500-\$1200 per showing.

Q: In the past Coe had a SWANK streaming platform - what happened to that?

A: We did not renew our streaming platform contract as of September 2024 due to rising costs. This is how clubs/organizations could surpass the public performance rights previously because Student Life was already purchasing the rights on an annual basis for the films on the streaming platform.

RESOURCES FOR CLUBS & ORGANIZATIONS

As a result of being a recognized student club or organization, they are offered campus resources to help their clubs/organizations get more students involved.

Reservations

Rooms

Student groups can reserve rooms/spaces on campus to host their events or meetings. Please note that all reservation requests are simply requests and they should not be done last minute. Our general rule of thumb is to advise students to book spaces at least 3-4 weeks in advance of the event.

- For Academic Spaces, they can reserve through the [Registrar's office form](#).

- For Gage, Athletic, and Outdoor Spaces, they can reserve through the [Athletics office form](#).
- For other spaces not listed above, see the contact list below.
 - Alumni House: Kris Hale, khale@coe.edu
 - Dows/Mills: Emily Ganfield, eganfield@coe.edu, & Ben Schmidt, bschmidt@coe.edu
 - Dows, non-theatre spaces: Jen Rogers, jrogers@coe.edu & Emily Ganfield, eganfield@coe.edu
 - Marquis/Sinclair Aud./DK Aud.: Carter Broszeit, ext. 8462 or cbroszeit@coe.edu
 - Sinclair Galleries: Aunna Escobedo, aescobedo@coe.edu
 - Sinclair Auditorium: Carter Broszeit, ext. 8462 or cbroszeit@coe.edu
 - Stewart Memorial Library: Sandra Blanchard, ext. 8595 or sblancha@coe.edu

Campus Info

Students clubs/organizations can also reserve specific needs from the Campus Information desk. They can find the forms on the [Campus Information website](#) to reserve any of the following:

- Tables outside the caf or in Upper Gage lobby
- Equipment (Yard games, footballs, volleyballs, soccer balls, etc.)
- Fire Pit
- Dolly Cart
- Windows (to hang or draw on the windows outside the caf)

Marketing

Emails

- Clubs and organizations may send out a **MAXIMUM** of **TWO** emails to All Students each week (Monday - Sunday)
 - Email Frequency Suggestions to meet the requirement of two or less emails a week
 - Weeks with an Event or Meeting
 - One email on Monday to bring the event to the attention of all students
 - One email on the morning/afternoon of the day of the event as a reminder to all students
 - Weeks with an Event AND a Meeting
 - One email on Monday to bring the event AND meeting to the attention of all students
 - One email on the morning/afternoon of the event OR meeting as a reminder to all students

- A reminder email cannot be sent for both the event and the meeting if they are taking place on separate days
- Weeks with NO Event or Meeting
 - One email reminder about any upcoming events the following week
- Any emails sent over the allotted two per week per club will result in a violation.
- Clubs and Orgs must include the names and positions of every member of their executive board in their email signature
 - Example:
 - Pickleball Club
 - President ~ Sally Johnson
 - Treasurer ~ John Smith
 - Equipment Manager ~ Mary Williams
 - Event Coordinator ~ George Miller
- Clubs and Orgs must also include a statement directing students to join them over on the Involvement App: Flight Path.
- Content of any emails must follow the following policies
 - Campus Civility Statement found in the Student Handbook: https://www.coe.edu/application/files/5117/1226/2643/Student_Handbook_2023-2024_accessible.8.21.23.pdf
 - Coe College Political Activity Policy: <https://www.coe.edu/application/files/4315/3053/6657/political-activity-policy.pdf>
 - Emails also may not contain foul language, derogatory, demeaning, or targeted comments (this includes satire), or inappropriate references to alcohol or drugs.
 - Any content deemed to go against any of the above policies by reasonable judgement will result in a violation.

Consequences of Violating the Guidelines

First Violation: This will result in an email warning sent to the club/organization's president and advisor.*

Second Violation: This will result in a meeting with the Director of Campus Life and loss of email privileges for one academic month.

Third Violation: This will result in an email stating that email privileges have been lost for the remainder of the current executive board term.

**First-time violations deemed egregious by the Student Life Office, will result in an organization's loss of email privileges for an entire academic semester.*

Posters

All posters/flyers must be approved before they are hung up. To have posters approved, bring them to the Campus Information desk or Student Life office front desk where a student worker will stamp them. All posters must have the organization, event name, date, time, and location. All posters must also be hung with blue tape. Campus Information and Student Life offices have Blue Tape for clubs/organizations that need to hang up posters. Posters must be removed from walls after the event has passed.

This Week at Coe

“This Week at Coe” is an email sent out by Student Activities every Monday to all students that contains all events submitted to this form: [This Week at Coe Form](#). The form **MUST** be completed by **Thursdays at Noon** for your event to be included in the upcoming Monday’s edition.

Tabling

Clubs & Orgs are welcome to table in both Upper and Lower Gage to advertise on days of their events. All they have to do is request a table using this link: [Table Reservation](#). Campus Information will respond confirming your table reservation and then on the day you requested a table all you have to do is show up.

Student Activities Calendar

The Student Activities Calendar is accessible to everyone on campus and is linked each week in the “This Week at Coe” email. Clubs & Orgs may add their events and meetings to this calendar for all of campus to see.

Upper Gage TVs

There are two TVs on either side of the Student Life Office in Upper Gage that Clubs and Organizations can have their posters displayed on. Email residencelife@coe.edu the week before your event a JPEG copy of your poster.

Catering

Coe has a catering partner that works specifically with all event needs on campus. There are locations on campus that are required to use catering from Sodexo, like the Alumni House, but you can request Sodexo to be served anywhere on campus.

For clubs, Sodexo is a great partner that often understands clubs do not have the full funding to spend on Sodexo. Still, we encourage our clubs to utilize Sodexo when they can!

If a club chooses to use Sodexo to cater for an event their catering order must be submitted **at least one week** in advance.

Bus Requests

Through the Cedar Rapids School System we have the ability to request buses and vans for off campus events. If a club would like to request a bus for an off campus event they can email studentactivities@coe.edu. **All bus requests must be submitted three weeks in advance.**

ADVISORS RESPONSIBILITIES

Coe College requires that each registered student organization have a faculty or staff member who is willing to serve as an advisor and have an interest in the activities of the organization. They need to be present on campus and not retired, on sabbatical, etc. Student organizations are free to choose their own advisors, pending registration of advisor contact information with the Office of Student Life. Advisors are required to annually fill out the [Student Organization Faculty/Staff Advisor Agreement](#). The form will be emailed to all organization and club advisors in August every year. Below are key principles that can help guide advisors as they work with their clubs and organizations.

To Advise, Not Lead

Students involved in the organization learn soft and hard skills when they function as group members within the organization.

- Students must function as the leaders and voting members.
- Students must be held responsible for their decisions.

The advisor is to advise on matters requiring an opinion from someone who has a more sophisticated bank of knowledge in group dynamics, about the institution as a whole, referrals, etc. The advisor must, however, realize that in this role, the student members of the group decide what advice to accept and what advice to reject.

To Caution When Necessary

The advisor should alert the group when they feel the group is about to make a decision before all known facts are gathered or when the group appears to be functioning outside the boundaries established within their constitutions, by the university or legally. Also, to make sure that all proper procedures are being followed depending on the event such as, waivers, travel policy, and public performance, etc.

To Work Closely With The Organization

It is important that you are consistently present at meetings and events and that you are accessible for questions and concerns. You do not have to be at every meeting or event, if possible set up a regular meeting with the organization's leader to plan agendas for executive and general meetings and help the leader plan for upcoming business and events. If this is not a level of commitment you can give to any specific club you advise it may be wise to reach out to the president of that club and advise them to seek out an alternative advisor.

Know Campus Policies

The advisor should be knowledgeable of college policies, guidelines, policies that apply to the student organization. Explaining and clarifying policies for students is important and if additional support is needed please reach out to our office.

In assuming the role of student organization advisor, it is understood that the advisor has accepted and agreed to fulfill the responsibilities listed below:

1. Maintain an awareness of the activities and programs sponsored by the student organization.
2. Meet with student organization leaders to discuss upcoming meetings and programs, long term plans, goals, and problem solving.
3. Attend general and executive board meetings as often as possible.
4. Assist the student organization in monitoring and adhering to the budget. As well as advising them on making realistic supplemental allocations.
5. Assist with file management, archiving of documents, and transition to new leadership.
6. Assist with officer transition and new officer training.
7. Explain and clarify University policies and guidelines that apply to the student organization.
8. Communicate with the student organization regarding appropriate behavior on the part of the members and possible consequences of unacceptable behavior.
9. Assist the student organization in accessing University services, and approve any required University paperwork. Although any contracts still need to be signed by the Dean of Students or Business Office.
10. Report all student organization travel as required by the College Student Travel Policy and fill out the necessary forms.

CLERY ACT RESPONSIBILITIES

Due to the responsibilities involved in advising student organizations, advisors of student organizations are considered by law to be a Campus Security Authority (CSA) for the university. As a CSA, advisors have a legal obligation to file a report. The Clery Act requires Coe College to provide timely warnings of crimes that represent a threat to the safety of students or employees and to make their campus security policies available to the public.

The act also requires Coe College to collect, report, and disseminate crime data to everyone on-campus and to the Department of Education annually. Student Organization advisors are considered a campus security authority because they have “significant responsibility for student and campus activities”.

What does this mean for advisors?

This means advisors have the authority and the DUTY to take action or respond to particular issues on behalf of the institution should they know of a crime that has taken place.

For detailed information and documentation, please visit the following links:

[Coe College Annual Security Report](#)

[Coe College Title IX Sexual Misconduct Policy](#)

[Sexual Misconduct Report Form](#)

HELPFUL CONTACT INFORMATION

Rebekah Leathers Director of Campus Life <u>rleathers@coe.edu</u>	Liza McGrane Campus Activities Coordinator <u>lmcgrane@coe.edu</u>
Jason Chapman Dean of Students <u>jchapman@coe.edu</u>	Olivia Pendleton Assistant Dean of Students & Title IX Coordinator <u>opendleton@coe.edu</u>
Office of Student Life Upper Gage Memorial Union <u>studentactivities@coe.edu</u>	Campus Security Upper Gage Memorial Union 319-399-8888
Emily Barnard Assistant Dean of Health & Wellness 319-399-8843 <u>ebarnard@coe.edu</u>	Cathy Muller Student Care Coordinator and Counselor 319-399-8508 <u>cmuller@coe.edu</u>