



What's Inside:

**ADVISOR: One who advises another, especially officially or professionally: consultant, counselor, mentor.**

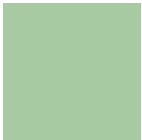
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## BENEFITS OF ADVISING:

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# ADVISOR ROLES

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# Sample Advisor Contract

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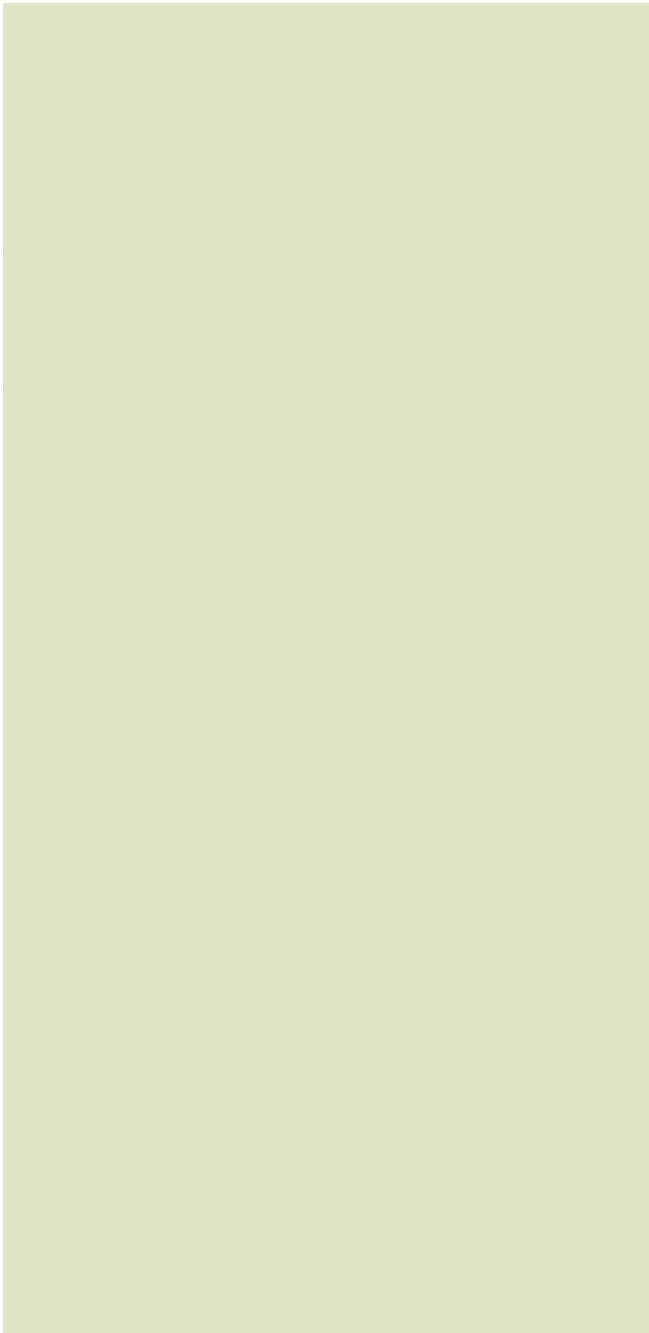
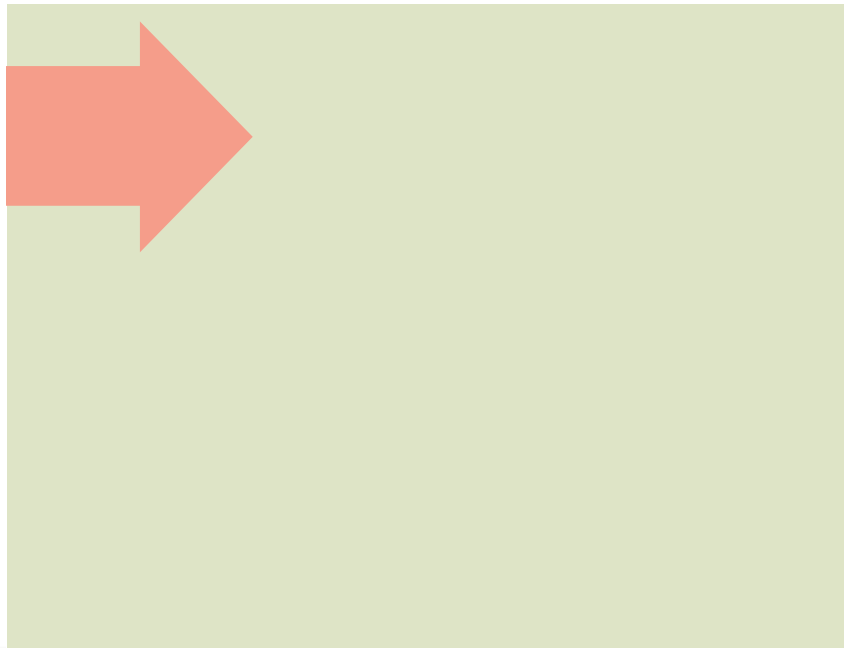
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# TROUBLESHOOTING

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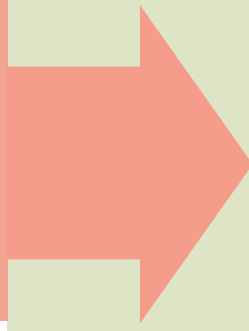
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# Program Planning Checklist



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## Three Weeks Before

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Event \_\_\_\_\_

Date \_\_\_\_\_ (Time \_\_\_\_\_

Location \_\_\_\_\_

Coordinator(s) \_\_\_\_\_

Area of Focus \_\_\_\_\_

Attendance (total) \_\_\_\_\_ (Attendance (Specifically Targeted Students) \_\_\_\_\_

Cost (total) \_\_\_\_\_ (Cost (from Budget) \_\_\_\_\_ (Cost (to students) \_\_\_\_\_

Partners: \_\_\_\_\_

Description of Event:

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SWOT Analysis

# Publicizing Your Event

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## COMMUNITY

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## TIPS FOR EVERYWHERE

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**WHY SHOULD YOUR ORGANIZATION HAVE A RETREAT/WORKSHOP?**

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**ESTABLISH THE PURPOSE FOR YOUR RETREAT**

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**DETERMINING WHO THE RETREAT IS FOR**

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**SELECTING A FACILITY**

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More than 1 million parents were incarcerated in prisons or local jails in 2000, affecting 2.3 million children.

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am I suppose to do?"(  
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# Parliamentary Procedures at a Glance

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TO DO THIS:	YOU SAY THIS:	MAY YOU INTERRUPT THE SPEAKER?	DO YOU NEED A SECOND?	IS IT DEBATABLE?	CAN IT BE AMENDED?	WHAT VOTE IS NEEDED?	CAN IT BE RECONSIDERED?
! "e&, '( ) 11/3+4	<. ( ; &#1/0*/( ?1(* "e&, '+B>	( RC	( `K2	( RC	( RC	( ) !nCS.G`	( RC
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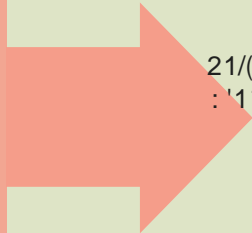
- NOTES:**
- (1) Unless moved when no question is pending.
  - (2) Affirmative votes may not be reconsidered.
  - (3) Unless vote on question has begun.
  - (4) Unless the committee has already taken up the subject.
  - (5) Unless the motion to be amended is not debatable.
  - (6) Unless the chair submits to the assembly for decision.
  - (7) A 2/3 vote in negative is needed to prevent consideration of main motion.
  - (8) Only if the main question has not been debated yet.
  - (9) Unless the motion to be reconsidered is not debatable.

# Membership and Recruiting

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# Recruitment Tips

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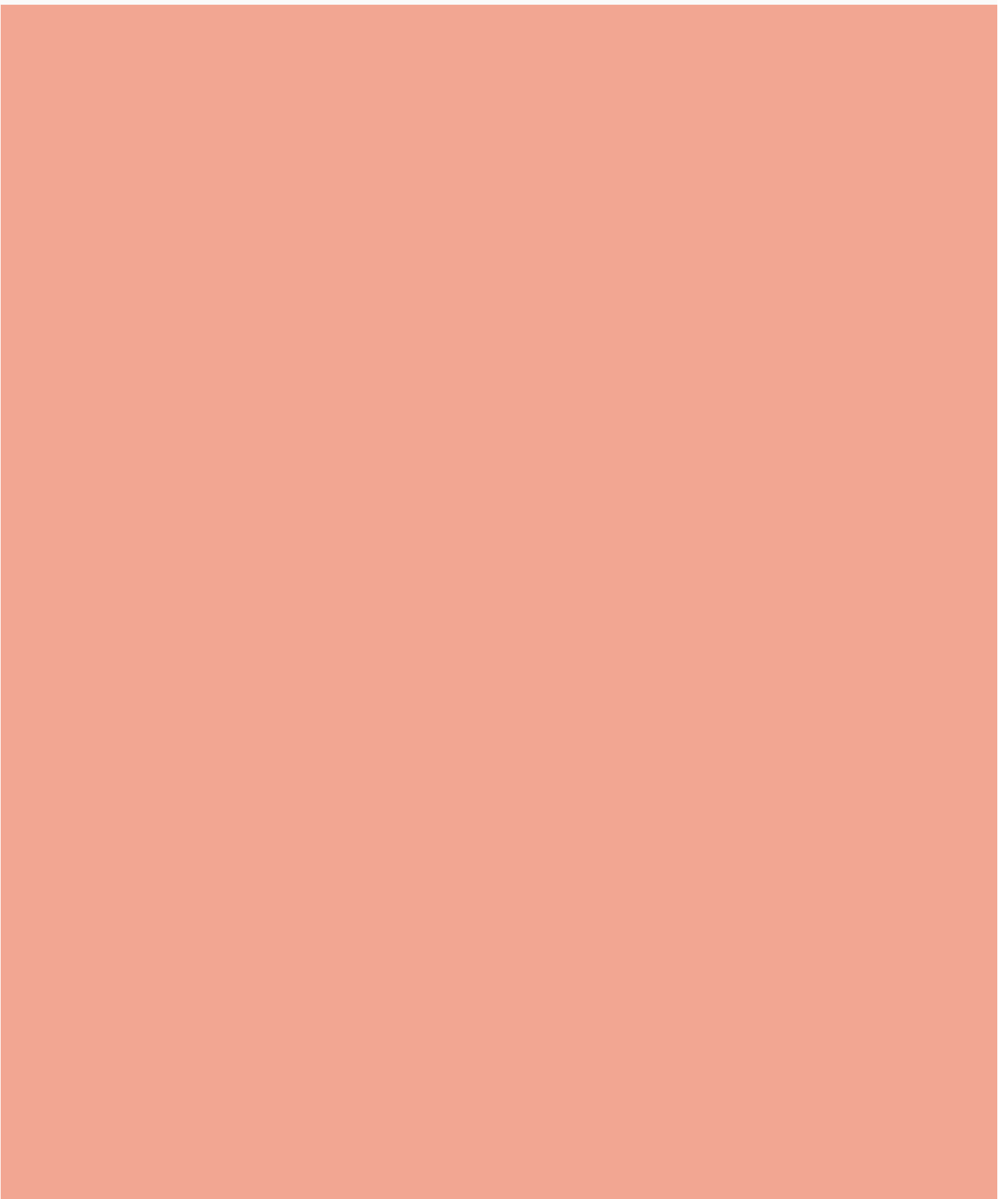
# Examples, Resources and Handouts

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# 20 Tips for Advisors to Increase Organizational Productivity

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4. !%\$%/(01(4'& , 3(\$+(%1//\$+4('1\*-\$%/A9(\*//\$+\*+@-1(4&\*-%B((K+% , '1(@14\$++\$+4(% , AA1%\*(%/( ; , AO\*(%3&%%\$@-19(@ , // \*--&?(/01('1%3&+%\$@-\$/D(\*+"(\$ ; 3-1 ; 1+/\*/\$&+(&5(1#1+/%/(&-1(3'\$ ; \*-\$D(?\$/0/01(&'4\*+=\$\*/\$&+B
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12. !%\$%/(01(4'& , 3(\$+"1#1-3\$+4(\*%D%/1 ; (@D(?0\$AO/01D(A\*+(1#\*- , \*/1/01\$(3'&4'1%\$B((T\*-\*+A1/\*%H(&'\$1+/\*F /\$&+(?\$/O(%&A\$\*-(+11"%(&5( ; 1 ; @1'B
13. O%1(\*'1?'\*'"(%D%/1 ; (\*+"('1A&4+/\$&+(%D%/1 ; (5&'(?&'H(?1--("&+1B
14. V1#1-3&(\*%D-1/O\*/(@\*-\*+A1%(\*A/\$#1(\*+"(3\*%\$#1(4'& , 3( ; 1 ; @1'%O\$3B
15. T1(\*?\* '1(&5/01(#\*\$& , %('&-1%/O\*/(D& , (?\$-(O\*#1||A-\* '\$\$1'9(A&+ , -/\*+9(A& , +%-&'9(1" , A\*/&'9(5\*A\$/\$\*/&'9( 5'\$1+"9(\$+5&' ; \*/\$&+(& , 'A19( ; 1+/&'9(\*+"('&-1( ; &'1-B
16. V&(+&/(\*--&?(D& , '%1-5/(&@1(3-\*A1"(\$+/01(3&%%\$&+(&5(AO\*\$'31'%&+B
17. T1(\*?\* '1(&5(\$+%/\$/ , /\$&+\*(-3&?1'(%/ , A/ , '1 r @&/O(5&' ; \*-(\*+"(\$+5&' ; \*-B(V\$%A , %(\$+%/\$/ , /\$&+\*(-'1#1-3& ; 1+/( \*+"(3&-A\$1%(?\$/O( ; 1 ; @1'B
18. ^'&#"\$1(A&+/\$+ , \$/D(5&' /01(4'& , 3(5'& ; (%1 ; 1%/1'(/&(%1 ; 1%/1'(f+&/ ; \*+\*'/&'D@ , /(1+A& , '\*41"gb
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20. T1(A'1\*\$#1(\*+"(\$++&#\*/\$#1B((N113(\*%1+%1(&5(O , ; &'L  
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# Sample Student Organization Constitution and Bylaws

(Please modify to meet your organization's needs or develop your own)

## BY-LAWS

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Information provided by Christine McDermott, Director of Student Activities, Wesley College





# 50 Ways to Give Recognition to Volunteers

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From Schreiber, V. and Pfleghaar, E. "Supervising vs. Advising", UMR-ACUHO, 1999 (

# Advisor's Self-Evaluation Checklist

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# Advisor's Agreement Worksheet

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