



*What's Inside:*

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

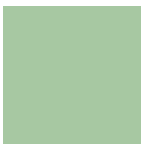
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## BENEFITS OF ADVISING:

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# ADVISOR ROLES

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# Sample Advisor Contract

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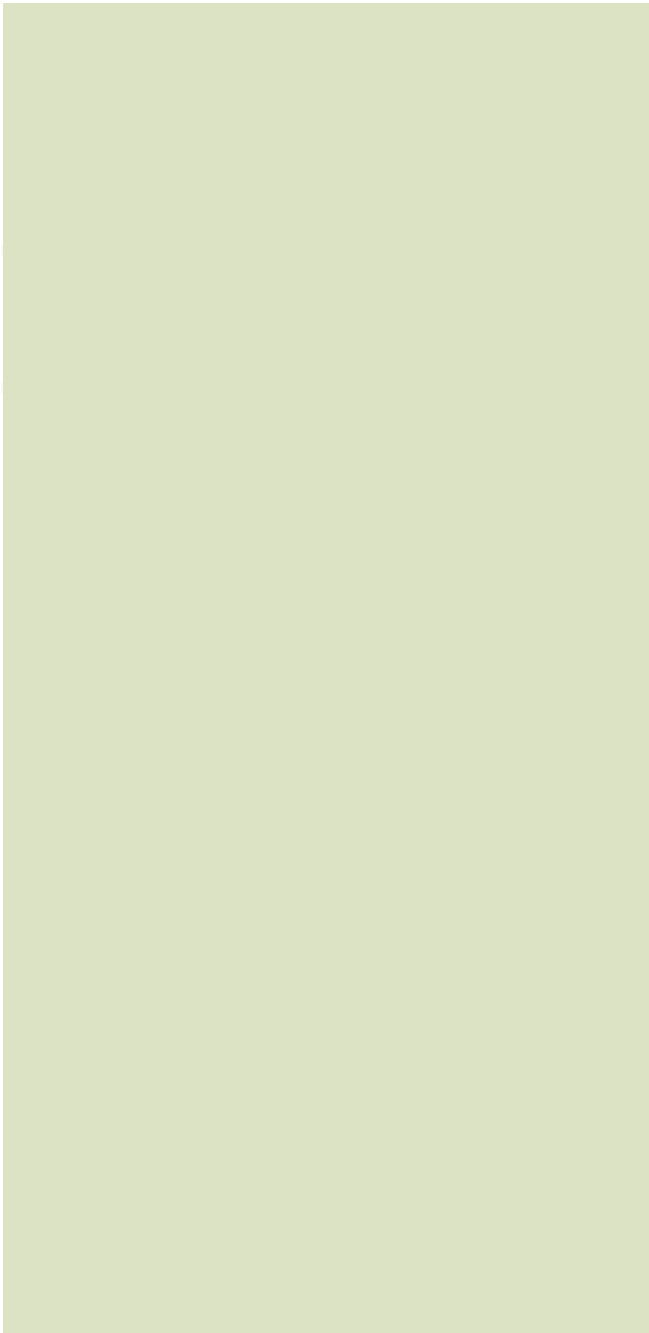
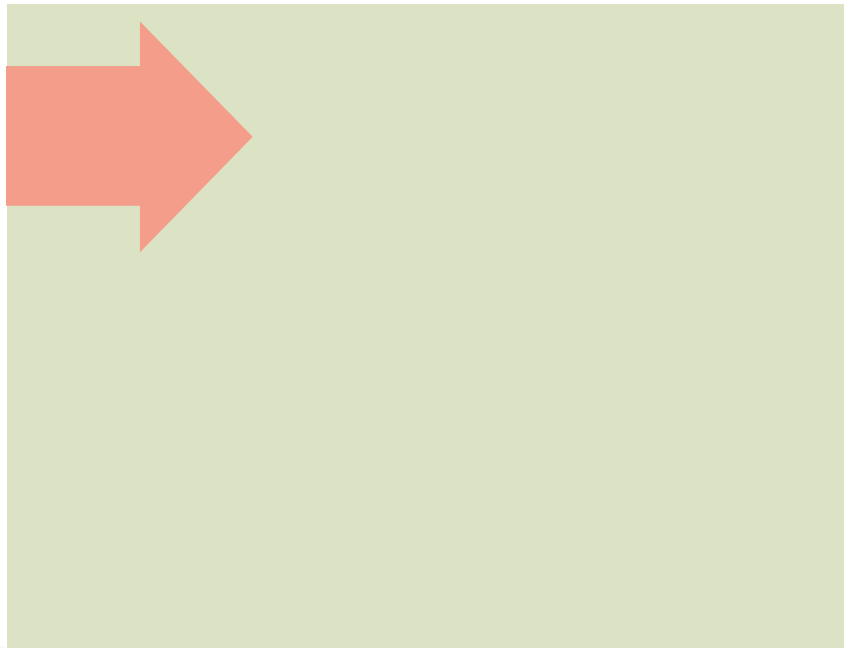
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# TROUBLESHOOTING

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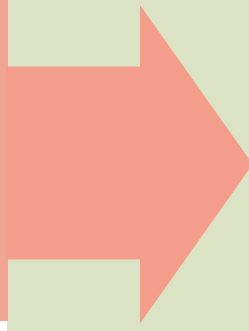
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# Program Planning Checklist



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## One Semester in Advance

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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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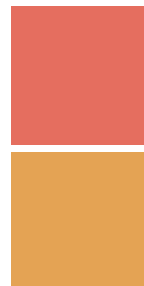
## COMMUNITY

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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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# SAMPLE RETREAT SCHEDULE—TEAM EFFORT

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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
: *-(*(./+1' ; %%%&+	<. ( ; &#1/0*/( ?1('1A1%( 5&' k >	( RC	( `K2	( RC(f1g	( `K2	( ) !nCS.G`	( RC
: & ; 3-*\$(! @&, / (b1*7/9 R&5%19(K/A&B	<. ('%1(/&(* h, 1%/&+(&5( 3'##\$-141b>	( `K2	( RC	( RC	( RC	( RC(oCGK	( RC
G1 ; 3&' *\$D(2, %31+" ( : &+%\$ "1'*/&+(&5(*+( .% , 1	<. ( ; &#1/0/( /*@-1/01( ; &/&+b>	( RC	( `K2	( RC	( RC	( ) !nCS.G`	( RC(f2g
K+"(V1@*/1(*+" ( ! ; 1+" ; 1+/%	<. ( ; &#1/01( 3'1##&, % ( h, 1%/&+b>	( RC	( `K2	( RC	( RC	( 6du	( `K2(f3g
^&%/3&+1(V\$%A, %%%&+ ( P&'(! ( : 1'/\$+ (G) ; 1	<. ( ; &#1/0/( 3&%/3&+1/01( "%\$A, %%%&+ ( , +/\$- k >	( RC	( `K2	( `K2	( `K2	( ) !nCS.G`	( `K2
J\$#1( : -&%1'(2/, "D&5( 2& ; 1/0\$+4	<. ( ; &#1/0/( '151'/01( ; /*1'(/&( A& ; ; \$/11b>	( RC	( `K2	( `K2	( `K2	( ) !nCS.G`	( `K2(f4g
! ; 1+" (* ) &/&+	<. ( ; &#1/0/( * ; 1+" /01( ; &/&+@D k >	( RC	( `K2	( `K2(f5g	( `K2	( ) !nCS.G`	( `K2
.+/'&" , A1(T, %\$+1% %	<. ( ; &#1/0*/ k >	( RC	( `K2	( `K2	( `K2	( ) !nCS.G`	( `K2

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^&/1%/(T'1*AO&5(S, -1% (&' : &+" , A/	<. ('\$%1(/&(* (3&\$/(/&5(&' "1'b>	( `K2	( RC	( RC	( RC	( RC(oCGK(f6g	( RC
o&/1(&+(*S, -\$+4&5/01( : 0*\$'	<. (*331*-(5'& ; /01(AO*\$'%" 1A\$F %&+b>	( `K2	( `K2	( `K2	( RC	( ) !nCS.G`	( `K2
2, %31+" (S, -1%(G1 ; 3&F '*\$D	<. ( ; &#1/0/(%&, %31+" /01(',-1%(&( /0*/ k >	( RC	( `K2	( RC	( RC	( 6du	( RC
!##\$( : &+%\$ "1'/\$+4(*+( . ; 3'&31' ) /*1'	<. (&@:1&/(/&(A&+%\$ "1'*/&+(&5/O\$%( ; &/&+b>	( `K2	( RC	( RC	( RC	( 6du(f7g	( `K2(f8g
o1'\$5D(*o&\$A1(o&/1@D( b*##+4( ) 1 ; @1'/(2' *+"	<. (A*--5&' (* " \$##\$&+9(<(&' (<V\$##\$&+b>	( `K2	( RC	( RC	( RC	( RC(oCGK	( RC
S1h, 1%/(.+5&' ; */&+	<^&\$+(/&5(\$+5&' ; */&+ k >	( `K2	( RC	( RC	( RC	( RC(oCGK	( RC
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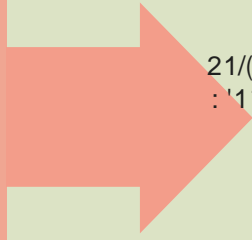
- NOTES:**
- (1) Unless moved when no question is pending.
  - (2) Affirmative votes may not be reconsidered.
  - (3) Unless vote on question has begun.
  - (4) Unless the committee has already taken up the subject.
  - (5) Unless the motion to be amended is not debatable.
  - (6) Unless the chair submits 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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From Dathe, T. and Tumbarello, T. "Advising 101" UMR-ACUHO, 1999



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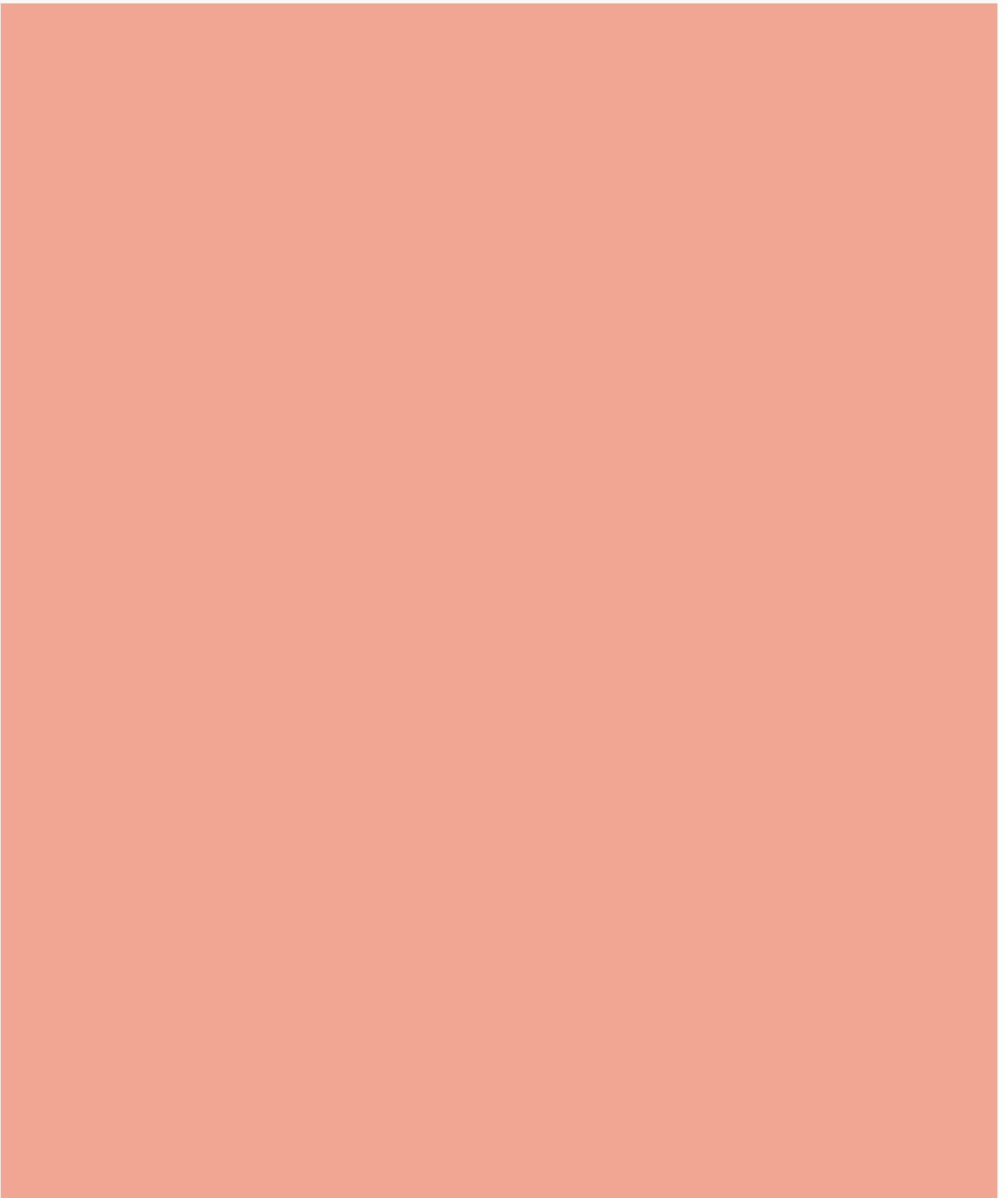
# Examples, Resources and Handouts

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# 20 Tips for Advisors to Increase Organizational Productivity

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2. [ 1/(01(4'& , 3(\*+"(\$+"\$#" , \*- ( ; 1 ; @1'(H+&?(?0\*/(D& , (1a31A/(&5/01 ; B
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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 (

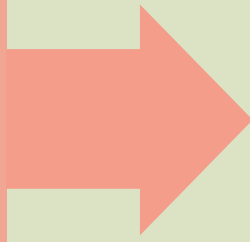
# Advisor's Self-Evaluation Checklist

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# Advisor's Agreement Worksheet

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