

# **STUDENT LIFE**

**MIAMI DADE COLLEGE, KENDALL CAMPUS**

## **ADVISOR GUIDE**

**Latest Revision 8/21/2018**

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## Welcome

Greetings Student Organization Advisors,

On behalf of the Student Life Department, we would like to thank you for serving as an advisor to one of our student organizations. We appreciate the time and dedication you put into working with our students, from developmental conversations to supporting events.

The mission of Student Life is to develop and implement programs and services that will help students enhance their personal development and offer opportunities for cultural enrichment and community involvement. Student life offers programs that focus on Leadership, Service, Wellness, Engagement and Inclusion. Student Life is the center for student involvement at the Kendall Campus. Students can receive their MDC ID and Parking Decal, visit the Shark Bait Food Pantry, and get involved by visiting our Club Room. Student Life also plans cultural and social events for the student body and offers a leadership series, Lead MDC.

There are over 30 Registered Student Organizations here at Miami Dade College – Kendall Campus including academic, cultural, political, honor societies, and social groups. As an advisor, you can make a difference to these organization and how that influence life here at the Kendall Campus. Student organizations provide students with an opportunity to develop their leadership skills, interact with other students, gain self-confidence, and become responsible members of the community.

This guide will serve as a resource to assist with advising a student organization. The department of Student Life is committed to developing and implementing programs and services that will help students enhance their personal development. As an advisor, you can further this commitment to teach and encourage our students outside of the classroom.

If you have any questions or need assistance, please contact our office at (305) 237-2321. We are located in Room 100, inside the Koffee House. We are excited to work with you and look forward to seeing these organizations flourish.

Go Sharks!

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## **Advisor 101**

### **What is an advisor?**

An advisor is a full-time MDC faculty or staff member who provides guidance and support to student organization members. The primary role of the advisor is to serve as a resource person for the organization. Advisors also provide continuity for an organization as they can pass along valuable information regarding the history of the organization and their past accomplishments. An active advisor can improve the effectiveness of an organization while also assisting in the positive development of the students. Advisors serve as an advocate for the students, and assist in maximizing the benefits of students' college experience.

### **Advisor Requirements:**

- In order to advise a MDC student organization, you must be a full-time faculty or staff member at Miami Dade College.
- All advisors must join SharkNet. SharkNet should be maintained by the students of the organization.
- To become an advisor to an organization, you will be asked to sign the Advisor Agreement Form as part of the Registered Student Organization Packet. Student Organizations are required to renew their status as a Recognized Student Organization (RSO) with Student Life at the beginning of each semester. If you would like to remain the advisor for a student organization, you will have to sign these forms each semester.
- Attend required Advisor Meetings

### **MDC Advisor Expectations:**

- Serve as a mentor for the student organization and serve as a liaison between the College and student organization
- Be familiar with the Miami Dade College Student Code of Conduct and other college guidelines that establish expectations for student behavior and activities
- Attend executive officer meetings, general meetings, and organization events
- Report any violations of the Student Conduct Code
- Obtain any quotes for services or items on behalf of the organization
- Be aware of all on and off campus plans and activities of the group and inform the group on institutional policies that may affect these plans
- Be available to organization officers/members and regularly meet with the organization
- Approve all events prior to being submitted on SharkNet
- Attend one of the Mandatory Advisor Trainings
- Report progress and needs of organization to Student Life Director or Specialist
- Assist the organization in developing realistic goals, program content and purpose, planning, and training for the academic year.
- Supervise programs in safe and responsible manner and ensure that these activities do not interfere with the normal operations of the college.
- Provide continuity within the group and should be familiar with the group's history and constitution.

## Registered Student Organizations (RSOs)

### RSO Requirements

A student organization must meet the below requirements in order to be active at the Miami Dade College, Kendall Campus:

- Must have a minimum of 5 members who are each taking a minimum of 6 credits at the Kendall campus and must have at least a 2.0 GPA.
- All active and involved members must be enrolled at Miami Dade College, Kendall Campus.
- Advisor must be full-time faculty or staff members of MDC Kendall Campus.
- Must have a Constitution and must utilize the Student Life Constitution Template
- SharkNet must be up to date with organizational Constitution and updated Roster.
- Have at least one member of organization present at all monthly General Assembly meetings. If a member cannot attend the required meetings, an appointment must be made within one week with a member of the Student Life Team.
- 20 hours of community service per organization must be registered with ICED each semester. This can be completed online through <http://www.mdc.edu/main/iced/students/> These same hours must also be logged in SharkNet. \*Please note rehearsals do NOT count as service hours. Performances and demonstrations may count.\*
- Have at least one member of organization present at at least one Lead MDC session. These sessions must be signed into by one representative.
- Each organization must hold at least one organization meeting per month, which must be entered on SharkNet.
- All organizations must maintain an on-campus account if funds are being collected.
- *Please note: All organizations must newly register or renew within the 1st 4 weeks of a term.*
- *If above requirements are not met, the organization's SharkNet page will be disabled, hindering space reservation requests, event requests, etc. and those reservations will be released.*

### Benefits of Recognition

- Access to funds and an RSO account
- Afforded right to utilize MDC's tax exemptions status for organization purchases
- Access and ability to seek funding from Student Life
- Access to Club Room and Lockers
- Use of MDC facilities, equipment, and services
- Ability to promote and publicize organization events and activities
- Space Reservations

### Expectations

- Utilize MDC facilities for the purpose of which they were scheduled
- Keep the Student Life department informed of current contact information for all officers and advisors for the organization

- Develop and maintain honest and open lines of communication with organization's advisor
- Comply with all MDC policies and procedures including but not limited to: the Registration Packet, Constitution, as well as local, state, and federal laws.
- *Failure to do so may cause a revocation of RSO rights/privileges. If it is alleged that an RSO or any of its members have failed to comply with any of the MDC policies or procedures, an investigation may be conducted and appropriate sanctions may be imposed. The Office of the Dean of Students has final disciplinary jurisdiction.*

### **Marketing**

Advisors may make requests to Media Services on behalf of the student organization for Graphic Requests, Photography, and Video Recording. These requests must meet the deadline of the Media Services department.

<http://www.mdc.edu/kendall/campus-information/campus-services.aspx>

### **FUNDING**

Existing active organizations in good standing may receive up to \$400.00 per academic year and newly formed organizations may receive up to \$200.00 per academic year. In order to utilize these funds a Student Life Fund Request form must be completed in advance of the purchase. After approval Advisors may make the purchase and submit a detailed receipt to the Director of Student Life. If approvals have not been granted in advance of purchase, reimbursements will not be issued.

### **Additional Funding Opportunities**

Additional funding can be requested for Registered Student Organizations who go above and beyond for their campus and surrounding community. These requests can be made through Student Government Association by completing the Student Government Allocations Form available on the Student Government SharkNet page.

### **Guidelines for Student Organization Fundraising Activities**

Student organizations may engage in fundraising activities on campus under certain circumstances. Any proceeds of these fundraising activities must be used for the activities and projects of the organization itself in furtherance of its goals and objectives. Any fundraising activities are subject to the following rules and regulations:

- All student organizations wanting to fundraise must obtain a student organization account at the College Bursar's office through Student Life prior to collecting any funds.
- All student organizations wanting to fundraise must obtain approval from both their advisor and Student Life via a SharkNet submission. This approval process is accomplished through the completion of an Event Request form on SharkNet, and must be completed two weeks prior to the date of the proposed fundraiser.
- All sales conducted on campus shall conform to MDC Policies and Procedures, and Florida, Miami Dade county ordinances and laws. For example, no electronic

collection of funds is permitted (CashApp, Venmo, GoFundMe, etc.)

- In all cases, when a student organization collects funds, a pre-number receipt or pre-numbered ticket must be issued. Receipt books are issued by Student Life and must be returned upon completion of the fundraising activity.
- Monies raised and/or collected must be deposited into the appropriate student organization on campus account in the Campus Bursar's Office daily, per Procedure 3110.
- The registered student organization must have a collection box or bank bag with a lock on site to store the collected funds.
- At the location of the fundraiser, the registered student organization must post in a visible location a flyer with prices.
- Gloves must be worn at all times when dealing with food items. Gloves may be obtained through the Student Life office.
- Food cannot be prepared at home or on site, all food must be store bought and/ or prepackaged. Food Safety precaution must be taken with all fresh foods to ensure proper storage, temperature, service, etc.
- It shall be the responsibility of the organization to monitor, clean up, and remove all materials at the site of the fundraiser when concluded.
- Violations of the rules, regulations, procedures, and any other MDC policies while conducting the fundraiser may result in a loss of such privileges or other measures deemed appropriate.

## **Travel**

### **Travel Packet**

Students wishing to participate in club travel must complete the Student Life Travel Packet which can be found at [http://www.mdc.edu/kendall/documents/2015/Student-Life-Student-Travel-Packet-Checklist\\_v2.pdf](http://www.mdc.edu/kendall/documents/2015/Student-Life-Student-Travel-Packet-Checklist_v2.pdf) .

### **Timeline**

Travel procedures have been streamlined college wide to the best of our abilities. Due to the restrictions with PeopleSoft we will be holding to an 8-week initiative review deadline and a 5-week completed packet deadline. For more information regarding travel visit:

- [Travel Packet Streamlined Procedures](#)
- [Travel Presentation](#)

Please note a COMPLETED packet includes signatures from Traveler, Traveler Supervisor, Academic Dean if applicable, Student Life Director, Student Services Dean, and College President.

Advisors will be responsible for submitting the Travel Packet, Invoices for payment, Cash Advance, Expense Reports, and other documentation listed at the link above.

## **Funding for Travel**

*RSOs are required to raise at least 50 percentage of the travel cost through Fund Raising or other sources.*

Please note that travel funding is granted on a prioritized first come basis. A Travel Committee reviews all requests to travel and may request an in person presentation from the group. The department of Student Life and/or Travel Committee reserve the right to deny any funding request including travel requests by organizations who have not met the set Student Life requirements to maintain good standing.

## **MDC RSO Restrictions**

### **Using the name of the college**

No student organization can have Miami Dade College in the organization's name.

### **Copyrights and trademarks**

Any use of the Miami Dade College logo must be done by Media Services.

### **Representing the college in an official capacity**

The only person(s) who can represent MDC in an "official" capacity to outside vendors are college faculty, staff, and administrators *No student, is ever considered an official representative of the college.* This is especially important to understand when working with outside vendors, agents, etc.

## **Liability and Risk Management**

### **Waivers**

There are two types of waivers that are used depending on if the event is on or off campus:

1. On Campus Waivers, also known as the Liability Release Form, can be obtained from the Student Life department.
2. Off Campus Waivers can be found on pages 9 and 10 of the Travel packet, which is listed on the Student Life website.

[http://www.mdc.edu/kendall/documents/2015/Student-Life-Student-Travel-Packet-Checklist\\_v2.pdf](http://www.mdc.edu/kendall/documents/2015/Student-Life-Student-Travel-Packet-Checklist_v2.pdf)

## **College Policies and Procedures**

### **Student Code of Conduct**

The Miami Dade College, Kendall Campus' Student Code of Conduct can be found at <http://www.mdc.edu/procedures/Chapter4/4025.pdf>

### **Alcohol Policy**

Miami Dade College, Kendall Campus' alcohol policy can be found in the Student Code of Conduct. *Alcoholic beverages are prohibited on campus or any affiliated sites of the College or at student-sponsored functions.*



### **Hazing Policy**

Miami Dade College, Kendall Campus' hazing policy can be found at <https://www.mdc.edu/procedures/Chapter4/4028.pdf>

### **Suspension/Dissolution of a Student Organization**

Student Life's Policies for dissolution/suspension can be found at <https://www.mdc.edu/procedures/Chapter4/4073.pdf>

### **Amplified Sound**

Events or programs requiring amplified sound may only occur on Wednesday from 12:00 p.m. (noon) to 1:00 p.m.

### **College Posting Policy**

There is absolutely no posting allowed on columns, public areas on campus, etc. Some academic areas have bulletin boards that organizations may utilize with approval.

### **Title IX Statement**

The Miami Dade College, Kendall Campus' Title IX policy can be found at <https://www.mdc.edu/policy/Chapter1/01-I-20.pdf>

### **Student Life Resources**

Below is a list of resources that are provided by Student Life.

- Calendar – Should organizations develop programs in advance, this information can be included on the Student Life Calendar. Event details must be submitted to Student Life at least 6 weeks prior to beginning of month.
- Receipt Books, Cash Boxes, Gloves, Coolers – These can be checked out from Student Life for any fundraising activities.
- Club Room – All Registered Student Organizations have access to the Student Life Club Room which includes lockers, computers, and meeting space.

### **Events/Activities**

All club activity on and off campus must be registered as an Event through SharkNet. This includes meetings, fundraisers, community service, practices, etc. Events must be entered into SharkNet we require at least 10 business days in advance of your scheduled event.

### **Approved Vendors**

The college recently went through a bid process to identify vendors for our promotional items. It is important that when purchasing these items, staff order only from those pre-approved vendors. All quotes must be submitted to Student Life Director for approval. Any orders placed without having a pre-approved quote will not be paid by Student Life. All orders should have a Purchase Order in place prior to items being shipped. For questions please contact Student Life Director.

**Approved Vendors Contact Info:**

**StarQuix Advertising Specialties**

8333 NW 53<sup>rd</sup> Street, Suite 450 Doral, FL 33166

P: 305.767.4237 // F: 877.788.6297

Email: info@starquix.com; andrew@starquix.com Web: http://starquix.com/

**Wizard Creations**

Daniel Rodriguez- Account Manager

6210 N Andrews Ave

Ft. Lauderdale, FL 33309

Toll Free: 888.217.4084; Local: 954.317.2940

Danny@wizardcreations.com; info@wizardcreations.com

Web: https://www.wizardcreations.com/

**Authentic Promotions**

Amy Warner- Account Manager

6151 Fair Oaks Blvd , Suite 103 Carmichael, CA 95608

Phone: (800) 497-7765 X268

E-Mail: info@authenticpromotions.com

Web: http://www.authenticpromotions.com/

**Bilmor with Advertising Specialties**

Christina Headley- Account Manager

16155 SW 117th Avenue, B19

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Web: www.BILMORADV.com