

Online Student Organization & Advisor Handbook



Ashford
UNIVERSITY™

May 2013

Welcome!

Ashford University recognizes that student learning and engagement takes place both inside and outside of the classroom. Therefore, the Department of Student Development and Engagement provides students the opportunity to create or join student organizations in the online community as a means of providing additional outlets for communication, personal development, and community growth. The Office of Student & Alumni Affairs believes that student organization involvement shapes individual, professional, social, and civic standards of students, and enhances the student experience at Ashford University.

We commend you for taking this first step toward creating a student organization for Ashford University. This *Online Student Organization & Advisor Handbook* has been designed with you in mind and with the intent that it will be a guide during the creation, implementation, and future growth of your organization.

This *Online Student Organization & Advisor Handbook* includes the standards and requirements to institute and maintain a student organization in the online community. All student officers should be familiar with the *Handbook*, and should ensure that the entire organization maintains the standards set within. The entire organization is responsible for knowing and abiding by the policies outlined, and will be held accountable to these policies.

In support of Ashford University’s Mission Statement, the Mission of Student Development and Engagement for Ashford University Online Programs is to identify and respond to the developmental needs of our unique, global community of students through innovative, co-curricular programs and services. The Department of Student Development and Engagement is charged with helping maximize the student experience. Should you have any questions, comments, or concerns throughout or after the recognition process, please contact the Department of Student Development and Engagement.

Best Regards,

DEPARTMENT OF STUDENT DEVELOPMENT AND ENGAGEMENT

Ashford University / *Technology Changes Everything*®



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Introduction: Organization Information

Student Organizations provide students with opportunities to explore a wide range of interests: academic, personal, cultural, social, and many more. Participation in student organizations supports the following purposes of Ashford University:

- To promote the development of foundational values relevant to leadership in the 21st century: self-worth, creativity, interdependence, service, integrity, and effectiveness.
- To foster intellectual and personal growth, sensitivity to diversity and human dignity, effective and responsible leadership, environmental responsibility, and lifelong learning.

A student organization is a collection of individuals from Ashford University who come together with a common interest. In addition, a student organization is student led and student driven. While only students can be officers, each organization also has a faculty or staff advisor.

Student organizations come in many forms. Student organizations can be honor societies, professional societies, academic and/or career focused groups, or even interest-specific groups (e.g., faith, culture, etc.). Ashford University student organizations are intended to foster relationships and personal growth on topics of interest. They are virtual communities and groups that promote conversation between students and staff on topics of diversity, education, politics, and many others.

All members of any student organization are expected to act in accordance with the Student Community Standards outlined in the *Ashford University Academic Catalog*. All members will be held accountable for individual and organizational actions. Should there be any questions on the expectations that Ashford University has for its students, please contact the Department of Student Development and Engagement at scs@ashford.edu.

The Department of Student Development and Engagement, or designee, is responsible for supervising all recognized online student organizations for Ashford University. It is also the department's job to ensure that all recognized student organizations are acting in compliance with University policies and procedures.

The Department of Student Development and Engagement reserves the right to make additions and/or changes to the *Online Student Organization & Advisor Handbook* at any time. Advisors and organization presidents will be notified in advance of any change before the effective date. Questions, comments, and concerns regarding the *Online Student Organization & Advisor Handbook* or policy changes can be sent to the Department of Student Development and Engagement at studentorgs@ashford.edu.

Student Organization

Student Organization Recognition Processes and Procedures

The Ashford University Department of Student Development and Engagement reviews applications for recognition of online student organizations semi-annually, in September and February. Recognized student organizations are then granted privileges, including the use of Ashford University's name and recognition in Ashford University publications.

Components for recognition of new organizations:

- A. The prospective student organization is required to complete the *Student Organization Recognition Application*. Student organization representatives can request recognition applications by emailing studentorgs@ashford.edu. Once completed, email the application to the Department of Student Development and Engagement at studentorgs@ashford.edu.
- B. Each student organization must have an advisor. The Department of Student Development and Engagement will facilitate identifying an appropriate advisor for any student group. The advisor does not need to attend every scheduled activity or meeting, but must be knowledgeable of these events, and be actively involved with the organization. Refer to the "Role of the Advisor" section in this *Online Student Organization & Advisor Handbook* for more information.
- C. Each student organization must have a minimum of 5 members in order to request recognition, and to remain a recognized student organization. An eligible member must be an active student and can remain a member until 6 months after graduation. Students who are also full-time staff members at Ashford University are prohibited from official membership.
- D. After the Department of Student Development and Engagement reviews the information, the organization's president and advisor will receive an email, which either states that recognition is granted or provides the reason recognition is denied. If the organization is denied, the decision may be appealed to the Director of Student Development and Engagement. This appeal will not guarantee that the organization will receive recognition. The Department of Student Development and Engagement reserves the right to withhold recognition of any organization.
- E. It is the responsibility of the student organization to create a constitution and mission statement with a copy to be kept on file with the Department of Student Development and Engagement. A sample constitution is available at the end of this *Online Student Organization & Advisor Handbook*. A sample constitution is given to ensure required sections are included. The constitution must be typed and include all pertinent information, as outlined in the appendix.
- F. If there are any fees associated with national/ international membership to an existing organization, please speak with Student Development and Engagement prior to application process.

Changes or Updates to Your Student Organization Application

If your student organization wishes to change any part of the application (including, but not limited to, organization name, advisor(s), and minor changes to constitution), please email studentorgs@ashford.edu. A

member of the Department of Student Development and Engagement will contact you to discuss the process. A major change may result in a new application and approval process.

Requirements for Maintaining Recognition

Failure to comply as an individual member or as an organization with the following requirements, Ashford University policy, or with local, state, or federal law, may constitute grounds for review and/or withdrawal of the organization by the University.

- A. The organization's president and advisor(s) agree to accept full responsibility for the group's adherence to its constitution and by-laws, Ashford University policies, directives by authorized University officials, Ashford University's *Academic Catalog*, this *Student Organization & Advisor Handbook*, and to local, state, and federal laws. Accordingly, the president and advisor(s) must be familiar with such policies, laws, regulations, directives, and procedures, and must educate the membership.
- B. Online Student Organizations must have a minimum of 5 members in order to request recognition, or to remain a recognized student organization.
 1. Each online student organization must file the following information with the Department of Student Development and Engagement by the deadline given for the applicable recognition year:
 - a. Recognition Application
 - i. This acknowledges that all rules, policies, and regulations are understood.
 - b. Constitution and By-Laws
 - c. Updated directory information
 - d. Updated officer list
 - e. Updated advisor agreement
- C. Online Student Organizations must meet a minimum of once per quarter.

Privileges and Responsibilities

Ashford University recognizes online student organizations officially, and grants them certain rights, as long as members act in accordance with policy. By recognizing a student organization, Ashford University does not endorse the views, discussions, or beliefs represented by each recognized organization. As the student organization system is an integral part of the co-curricular experience at Ashford University, it may thereby receive certain privileges. Privileges are given to those recognized online student organizations which are in good standing with Ashford University, and those that comply with specific requirements related to each privilege.

Privileges include:

- An official webpage designated for the online student organization.
- The official opportunity to use the name of the University on approved communications and activities.
 - Online student organizations must obtain permission from the Department of Student Development and Engagement before any communications or publications are printed or posted with the University's name or brand.
 - Authorized communications or publications may not be redistributed or sold.
- The opportunity to create an official logo to represent the online student organization.

- Logo design must be approved by the Department of Student Development and Engagement.
- The opportunity to publicize online student organization information on Ashford University's official Facebook page.
 - It is the expectation that organization president/advisors will review all communications and publications prior to submitting them to the Department of Student Development and Engagement for final approval.
 - Materials with the Ashford University name must be approved by the Department of Student Development and Engagement before they are printed, posted, distributed, etc.

Responsibilities include:

With the privileges granted to recognized online student organizations, it is expected that online student organizations are responsible for the consequences of their decisions and activities.

- The online student organization and its individual members are expected to conduct affairs in accordance with the Student Community Standards outlined in the *Academic Catalog*, as well as all University rules, regulations, and policies.
- Online student organizations are expected to provide the Department of Student Development and Engagement with up-to-date information (i.e., membership list, directory information, and Advisor Agreement form).
- Online student organizations must maintain contact with their advisor at least once every three scheduled meetings to provide information and updates on group activities.
- Online student organizations must meet once per quarter (every three months)
- It is expected that all communications and advertisements for the student group will comply with online netiquette rules and Student Community Standards.
- Online student organizations must ensure that all Ashford University students have the opportunity to participate in and benefit from the student group, including those with disabilities, as long as they meet the group's eligibility requirements.
- Online student organizations must file a Recognition Application and copy of the Constitution and By-Laws with the Department of Student Development and Engagement each year.

Recognition of online student organizations is an acknowledgment by the University that the online student organization has fulfilled and maintained the requirements outlined in the *Online Student Organization & Advisor Handbook*, and may function actively. Recognition does not mean that Ashford University agrees with, endorses, supports, or approves of the online student organization's views, discussions, or beliefs.

Membership

Membership is open to all Ashford students, faculty, staff, and alumni.

Active Membership

Students currently enrolled at Ashford University must maintain a GPA of 2.00 or higher. The following functions and activities must be reserved for active members only:

- Holding office in the organization
- Presiding, officiating, voting, making or seconding motions at meetings, and/or acting as the organization's spokesperson
- Distributing materials on behalf of the organization

Officers

- Officers include: President, Vice President, Secretary, Treasurer, and Other.

- The President will work with the advisor to create content for discussion and debate.
- The Vice President will support the president.
- The Secretary will document events and keep an up-to-date account of communications taking place within the group.
- The Treasurer will prepare all documentation in order to request funding for upcoming events and programs.
- Other officer titles may be created based on the online student organization's needs
- Officers must maintain a minimum CGPA of 2.75 to remain in office.
- Officers must be active students at Ashford University.
 - Should a presiding officer graduate from the University, the officer cannot remain in office.
- Officers must be in good standing with the University, meaning they cannot have any academic or disciplinary offenses on record.
 - Should the officer fall out of good standing with the University, the officer cannot remain in office.
- Term for office is one year, with a one-time opportunity for re-election.
- Officers are expected to be familiar with resources, and comply with and enforce policies and procedures that are relevant to Ashford University online student organizations, as noted in this *Online Student Organization & Advisor Handbook*.

Disciplinary Action, Suspension, or Revocation of Recognition

Use of any of the privileges given to online student organizations for anything other than organizational purposes is prohibited.

- A. Where Ashford University alleges that the organization, its officers, or its individual members have failed to comply with the obligations set forth under the Requirements for Maintaining Recognition, the University may conduct an investigation and render sanctions, or such other disciplinary policies and procedures as established by the University with respect to online student organizations. Ashford University may also conduct an administrative review and take summary action, as it deems appropriate under the circumstances, with written appeals of each action to be reviewed by the Student Development and Engagement Department.
- B. Ashford University may elect, in lieu of recognition termination, to impose educational and punitive measures against the organization and/or its officers.
- C. An organization whose recognition is suspended loses the opportunity to use the name of Ashford University and its resources, to organize as an official student group, and any other privileges as established by the University. A suspended organization must continue to comply with those requirements stipulated under Requirements of Maintaining Recognition. Failure to comply with these requirements will prevent the suspended organization from having its recognition reinstated. If an organization's recognition is revoked, the organization will cease to be recognized by Ashford University and will lose the ability to utilize University resources.

Advisors

Purpose

Ashford University requires that all recognized online student organizations have a faculty or staff advisor to help guide the group in accordance with the principles and ideals of Ashford University. Advisors provide general guidance to student organizations, but do not directly manage the group's programs, communications, or activities. The relationship of the Advisor to the group will vary depending on the organization and its members. Therefore, the responsibilities and duties of the advisor will vary according to each group's needs.

The person filling the position defines the role of the Advisor. Each Advisor will become involved in the organization through meetings, planning, programming, and activities. The Advisor does not need to attend every scheduled activity or meeting, but must be knowledgeable of these events, and be actively involved with the organization.

Role of the Advisor

- Guide the organization in accordance with the principles and educational objectives of Ashford University.
- Assist the student organization President of the organization in the creation of content for discussion and debate.
- Help increase awareness for both students and staff of Ashford University facilities, events, and personnel.
- Be familiar with the policies and procedures listed in Ashford University's *Academic Catalog* and this *Online Student Organization & Advisor Handbook*.
- Participate in a quarterly meeting with the President and a Student Development and Engagement Specialist. Dates and direction will be provided in advance. The quarterly meeting will include all Presidents and Advisors, and will be an opportunity for all student organizations to discuss challenges and opportunities, and receive important updates.
- Advise one group at a time and participate in Advisor Training twice per year.
- Notify the Department of Student Development and Engagement of any challenges the online student organization is facing or if the advisor will not be able to attend a scheduled meeting.

Different Approaches to Advising

There are many different approaches to advising. The most important aspect of advising is to remember that the main role is *to advise*.

The suggestions listed below are meant to help the Advisor work more effectively with each student organization:

- Participate with the officers of the organization in conversations about vision, mission, goals, and operations of the organization.
- If an idea is inappropriate, the advisor should ask the students to consider other alternatives.
- Informal meetings are encouraged for open and worthwhile discussions.
- In delegating authority, the officer should be encouraged to take an occasional chance on some less proven members.
- The Advisor may wish to periodically evaluate the officers' effectiveness.

What an advisor may expect of a student officer:

- Advisor must be kept informed of organizational activities, meeting times, locations, and agendas, as well as the direction and desired outcomes of the organization.
- Advisor should be provided with summaries of meetings.
- Advisor and student officer should meet regularly to discuss plans and problems.

How can you best use your Advisor?

- Agendas must be submitted to advisor 48 hours prior to meetings to go over the agenda and topics to be discussed. If you are unsure how to run the meeting or deal with a situation that may arise, use your advisor's knowledge and experience to come up with solutions.
- Communicate with your advisor after the meeting to brief him/her on what happened if he/she could not attend. Be willing to ask for advice or comments on the way you handled the meeting.
- Share your Advisor. Make him/her feel like he/she is part of the group. Introduce the Advisor to new members or visitors. Ask for input in discussions.
- Both the advisor and online student organization members should understand that the advisor is there to assist the group and is chosen and retained at the group's discretion. Online student organizations should realize that an advisor has much more to contribute to the success of the organization. Be sure to make your advisor feel welcome at your meetings and social functions.

Policies

Recognized student organizations and Advisors should also be aware of all policies found in this *Online Student Organization & Advisor Handbook*. Some key policies include:

- Online student organizations may not attempt to assume functions of established student or faculty government.
- Activities or online student organizations may not substantially interfere with the normal operations of Ashford University.
- Online student organizations, in the conduct of their activities, cannot represent the institution without prior written consent from Ashford University.
- Online student organizations shall abide by the following non-discrimination policy of Ashford University, except as exempted under federal or other legislative protections:
 - Ashford University is an educational institution that admits academically qualified students without regard to sex, race, color, age, national or ethnic origin, disability, sexual orientation, religion, or veteran status to all the rights, privileges, programs, and activities, generally available to students at the University. Ashford University is an equal opportunity employer, and complies with all applicable federal, state, and local laws.
- Student organizations shall abide by the following sexual harassment policy of Ashford University:
 - The University is committed to maintaining a humane atmosphere in which individuals do not abuse their personal and/or professional authority or power in interpersonal relationships. More specifically, administration, faculty, staff, and students will not condone actions or works which a reasonable person would regard as either discrimination or harassment. Reports of sexual harassment will be met with appropriate disciplinary action, up to and including dismissal from the University. For a complete guide, please review the Ashford University *Academic Catalog*.
- Limited financial support is available to officially recognized online student organizations through the request for funds process. In order to obtain these funds, a representative of the student organization must submit a completed Student Activity Funds Request and have a member present at the Quarterly President's Meeting. During this meeting, submitted r will be reviewed and voted on; each officially recognized organization is allowed one vote by any member in attendance. Funds will be appropriated based on votes

in highest favor, as well as what is in the best interest for the online student organizations as a whole. All requests for funding must go through the request for funds process and be approved by the Department of Student Development and Engagement. All other forms of soliciting funds or saving funds are not sanctioned.

Student Community Standards

This student organization will not engage in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or humiliation resulting in physical or mental harm to any fellow student or person attending the University.

All students of the University are expected to conduct themselves in such a manner as to be a credit to themselves and to the University. As responsible individuals, they are expected to seek the resolution of all issues through the process of reason. Moreover, students have a responsibility to comply with all University policies and procedures. In a community of higher learning, individual or group conduct that is unlawful, disrupts or interferes with the educational process, causes destruction of property, or otherwise infringes upon the rights of other members of the University community or of the University itself cannot be tolerated. All students are expected to make themselves familiar with all Student Community Standards (hereinafter referred to as Standards).

This Handbook is subject to change at any time. In the instance of a change, officers will be notified at least 10 days before the change goes into effect, so that they can make accommodations within the organization to meet the needs of Ashford University. Questions, suggestions, corrections, or additions with regard to the information in this Handbook should be sent to Department of Student Development and Engagement at studentorgs@ashford.edu

Appendix A

Sample Constitution – Sample Organizations

This sample constitution is provided by the Department of Student Development and Engagement to assist your student organization in creating a constitution that meets the standards for official recognition by Ashford University. **ALL ARTICLES MUST BE INCLUDED.** You may request parameters to Articles or areas deemed necessary or suitable for your club/organization. You will need to work with the Department of Student Development and Engagement to determine these parameters. This sample is not a form; **it must be re-typed with your organization's specific information included.**

Date of Adoption or Revision

ARTICLE I – Name

The name of this organization will be: _____

The organization is petitioning to be an online student organization at Ashford University.

ARTICLE II – Mission Statement

The objectives of this organization shall be:

1. To promote interest in _____.
2. To provide fellowship among students and faculty.
3. To represent student needs and wants in regard to _____.
4. To provide a forum for the presentation of innovative ideas to benefit the University community.

ARTICLE III – Active Voting Membership

Must be included exactly as stated here; additional membership information optional.

1. Each Active voting member must be a student at Ashford University,
2. Each Active voting member must maintain a minimum CGPA of 2.00 throughout the year.
3. Each Active voting officer must maintain a minimum CGPA of 2.75 throughout the year.

ARTICLE IV – Officers

1. Election of Officers
 - a. The officers of this organization are President, Vice-President, Secretary, and Treasurer.
 - b. Officers will be elected by an electronic ballot, with each active member casting a vote. The person who receives the majority of votes will be elected to the post of officer. In the case of a tie vote, a run-off election will be held.
 - c. Election of officers will take place each year during the recognition process in the months of September and February.
 - d. Officers will assume office for a term of one year, upon which they will be up for re-election (one re-election limit).
2. Recall of Officers
 - a. Officers are subject to recall for non-compliance issues in regards to policies and regulations at Ashford University.
 - b. Recall procedures will commence at the request of at least five active members.

- c. A hearing will be conducted at a regular meeting for the presentation of evidence from all concerned parties.
- d. A majority of active members voting in a recall is necessary to remove any student from office.

ARTICLE V – Voting

1. This constitution and by-laws may be amended by a 2/3 majority vote of all those voting.
2. Voting on amendments must be conducted after a minimum notice of two weeks.

ARTICLE VI – Revocation and Replacement of Officers

1. Any member may be impeached by a three-fourths vote by the organization's active membership. A call for impeachment is executed when a motion by a member of the active membership is seconded. Each side is able to present their side before the vote is taken.
2. Grounds for impeachment must include at least one of the following:
 - Intentional violation of the constitution.
 - Violation of the job duties as outlined in Article XII.
 - Activities unbecoming of a member of _____, as stated in the *Online Student Organization & Advisor Handbook*.

ARTICLE VII – Statement of Non-Discrimination

Must be included and stated exactly as follows:

This organization shall not discriminate on the basis of race, color, creed, national or ethnic origin, religion, sex, age, disability, sexual orientation, gender identity or veteran status. This policy will include, but will not be limited to recruiting, membership, organization activities, or opportunities to hold office.

ARTICLE VIII – Financial Responsibility

It is understood that this organization is financially supported by the University. All requests for funding must go through the request for funds process and be approved by the Department of Student Development and Engagement.

ARTICLE IX – Statement of Non-Hazing

Must be included and stated exactly as follows:

This student organization will not engage in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or humiliation resulting in physical or mental harm to any fellow student or person attending the University.

ARTICLE X – Statement of Compliance with University Regulations

Must be included and stated exactly as follows:

This student organization shall comply with all University policies and regulations, and local, state, and federal laws. Failure of the organization to observe all University policies and regulations, and all local, state, and federal laws may result in serious consequences including, without limitation, suspension of organizational funding and revocation of the organization's charter.

ARTICLE XI – By-Laws

Sample By-Laws

I. Cabinet

A. President

1. Coordinates all activities of the organization.
2. Liaison to the entire Ashford University community.
3. Official representative of the organization.
4. Calls regular and special meetings.
5. Presides at meetings.
6. Prepares agenda for meetings.

B. Vice-President

1. Assumes duties of President, when necessary.
2. Assists president in coordinating events and his/her duties as noted above.

C. Secretary

1. Maintains accurate and current information of the organization and membership.
2. Assists President and Vice-President in coordinating activities.
3. Keeps accurate minutes of each meeting and forwards copies to other officers.
4. Keeps attendance records for meetings.

D. Treasurer

1. Prepares documentation to request funding for organizational programs and events

II. Communication

Communication will be open to all members of the student organization. Content for communication is to be organized and controlled by Advisors, officers, and active members.

Appendix B



Online Student Organization Recognition Application

Revised 6/9/2014

Submission Instructions

Please email this completed form to studentorgs@ashford.edu. This form must be typed or neatly printed.

Organizational Information

Type of Registration: New Organization Renewal

Classification:

- | | | |
|---|---------------------------------------|---|
| <input type="checkbox"/> Academic/Honorary | <input type="checkbox"/> Departmental | <input type="checkbox"/> Governing Body |
| <input type="checkbox"/> International/Cultural | <input type="checkbox"/> Leadership | <input type="checkbox"/> Political |
| <input type="checkbox"/> Professional | <input type="checkbox"/> Religious | <input type="checkbox"/> Service Organization |
| <input type="checkbox"/> Other: _____ | | |

Name of Organization: _____

Faculty Advisor: _____ Email: _____

Officer Information

President Name: _____ Email: _____

Vice-President Name: _____ Email: _____

Secretary Name: _____ Email: _____

Treasurer Name: _____ Email: _____

Other Name: _____ Phone: _____ Email: _____

Other Name: _____ Phone: _____ Email: _____

Acknowledgement and Signature

Executive members and the organization's advisor must sign this form. Signatures constitute acceptance of the rules, regulations, and policies of an Ashford University-sanctioned club or organization, as stated in the Online Student Organization & Advisor Handbook. Furthermore, we agree to comply with the regulations in the Online Student Organization & Advisor Handbook, with other Ashford University policies, and with local, state, and federal laws.

Organization's President Signature: _____ Date: _____
Electronic signature not accepted

Advisor's Signature: _____ Date: _____
Electronic signature not accepted

Student Development and Engagement Representative Signature: _____
Electronic signature not accepted

Date: _____

Appendix C



Student Organization Officer Roster

Student organizations are required to submit this roster during the application process, and annually during the renewal process. Please complete this form in its entirety and send to studentorgs@ashford.edu.

Submission Date: _____

Student Organization Membership List

Organization Name: _____

Advisor: _____

Advisor Contact Information: _____

Organization President: _____

Please provide a list of all members (including faculty and staff, if applicable) of the student organization who are active students.

Student Name: _____ Student ID: _____

Email Address: _____ Title: _____

Student Name: _____ Student ID: _____

Email Address: _____ Title: _____

Student Name: _____ Student ID: _____

Email Address: _____ Title: _____

Student Name: _____ Student ID: _____

Email Address: _____ Title: _____

Student Name: _____ Student ID: _____

Email Address: _____ Title: _____

Student Name: _____ Student ID: _____

Email Address: _____ Title: _____

Student Name: _____ Student ID: _____

Email Address: _____ Title: _____

Student Name: _____ Student ID: _____

Email Address: _____ Title: _____

Student Name: _____ Student ID: _____

Email Address: _____ Title: _____

Appendix D



Advisor Agreement

Revised 01/25/13

Submission Instructions

Please fill out this form in its entirety and sign the acknowledgement section. Scan and email this form to studentorgs@ashford.edu.

Organization Information

Submission Date: _____

Student Organization: _____

Organization President: _____

Advisor: _____ Email Address: _____

Phone: _____

This form must be submitted along with the Student Organization Recognition Application, or within two weeks after any advisor change takes place within a student organization. The purpose of this agreement is to ensure that a relationship exists between an advisor and a student organization. The expectations of the advisor to the student organization, as well the expectations of the student organization to the advisor, are outlined in the Online Student Organization & Advisor Handbook. Please be aware of the expectations.

Acknowledgement

I have read and understand the policies as posted in the Online Student Organization & Advisor Handbook. I agree to serve as the volunteer advisor for the listed student organization.

Signature of Advisor: _____ Date: _____

Appendix E



Online Student Organization Directory Information

Revised 01/25/2013

Submission Instructions

Please fill out this form in its entirety to provide the Department of Student Affairs with updates. Scan and email to studentorgs@ashford.edu.

Reason(s) for request

- New student organization representative or updated contact information
- New advisor or updated contact information
- Updated content in Student Organization space

Recognized student organizations will have the content listed below published in their Student Organization space. This information will provide any and all Ashford University students with a review of the current student organizations available for membership, and can address questions to the appropriate contact.

Submission Date: _____

General Information

Student Organization Name: _____

Organization's location: _____

President Name: _____ Phone: _____ Ext.: _____

Email Address: _____

Advisor Name: _____ Phone: _____ Ext.: _____

Email Address: _____

Date organization was recognized by Department of Student Affairs: _____

National Organization Information (if applicable)

Affiliated National Organization: _____

Amount of National/State members: _____

National Membership Total: _____

Organization's Purpose & Mission Statement

Additional Information for Online Directory Page

Appendix F



Online Student Organization General Session Agenda

Created 8/5/2014

Date: _____ Time: _____

Call to Order

Roll Call

Approval of Minutes

Deletions from Agenda

Oral Communications

Old Business

New Business

Discussion Items

Announcements

Next Week's Agenda Items

Adjournment



Student Activity Funds Request

Created 7/8/14

Submission Instructions

Please complete this form in its entirety and submit to studentorgs@ashford.edu.

Name of group/individual making request: _____ Date: _____

What product, service, or activity is being requested?

Who will be involved? Staff Students Community

Date(s), location, and time during which activity will occur:

What will the funds, materials, or services be used for?

For Student Development and Engagement Department Use Only

Action:

Approve Deny Resubmit Other

Documents:

Vendor Contract Copy of License Fee Receipt

Director of Student Development and Engagement Signature: _____

Date: _____