

STUDENT ORGANIZATION ADVISOR TRAINING 2026-2027 ACADEMIC YEAR

WELCOME ADVISORS



MEET THE LAKER LIFE TEAM!



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Website: [**clayton.edu/laker-life**](http://clayton.edu/laker-life)
Office Hours:
Monday – Friday | 8am – 5pm

TRAINING OVERVIEW

- ❖ **Laker Life's Role & Responsibilities**
- ❖ **Importance of Student Organization Advisors**
- ❖ **Advisors Role & Responsibilities**
- ❖ **Student Organization Registration Process**
- ❖ **Student Organization Officer Responsibilities**
- ❖ **Laker Life Resources**

LAKE LIFE'S COMMITMENT

Laker Life commits to compliment the curricular experience at Clayton State University with departmental services including student involvement, leadership training, campus reaction, volunteer opportunities, and a range of comprehensive co-curricular experiences.



LAKER LIFE IS HERE TO HELP

- ❖ We serve as a resource for student organizations.
- ❖ We provide programming, logistical assistance, & guidance for organizations such as training opportunities, organization management, and leadership development programming.
- ❖ We enforce as well as communicate and clarify Clayton State University policies and procedures.



Training

developing the skills,
employees need to perform
improve their performance
skills, and abilities, spec

IMPORTANCE OF STUDENT ORGANIZATION ADVISORS



Hands
Off

Spectrum of Support/Involvement

Hands
On



Guide



Policies, Process,
& Procedures



Resource

ADVISOR RESPONSIBILITIES

- ❖ Appointment of the Advisor role is a mutual selection between the student organization and prospective Advisor.
- ❖ Student organizations should primarily be managed and run by its members and officers.
- ❖ The Student Organization Advisor is mainly responsible for providing advice and guidance for the Student Organization.

ADVISOR RESPONSIBILITIES (CONTINUED)

- ❖ **In addition, Advisors are responsible for the health and well-being of our students.**
- ❖ **Be familiar with university policies and procedures regarding student organizations.**
- ❖ **Assist with Finance/Funding Requests.**
- ❖ **Document Assistance.**

ADVISOR RESPONSIBILITIES (CONTINUED)

- ❖ **Provide required signatures on documents to assist the Student Organization**
 - ❖ **Approving organization updates, meeting, and event requests in Involve/Presence**
 - ❖ **Attend Advisor Training**
 - ❖ **Attend Advisor Corner Meetings**

Student Organizations are to be operated and managed by the Student Organization Members (Students)

ADVISOR RESPONSIBILITIES (CONTINUED)

Therefore, Advisors are NOT permitted to:

- ❖ Submit Event Registrations (Presence) on behalf of the Student Organization**
- ❖ Request event space (Astra) on behalf of the Student Organization**
- ❖ Request funding or purchases on behalf of the Student Organization**
- ❖ Contact the Laker Life Staff regarding set-up needs of the Student Organization Events**
- ❖ Attend CSOL meetings or any other required trainings/meetings for (in the place of) Student Organization Members**

ADVISOR EXPECTATIONS

Student organization members are students first. Involvement in campus life is a complement to the classroom experience (co-curricular). Advisors should be aware of students' academic performance and provide guidance and referral to campus resources if needed.



The level of involvement of an Advisor depends on the Student Organization and its leaders. Attendance at every meeting may not be necessary, but it is the best way to stay informed of the activities of the organization.



ADVISOR EXPECTATIONS

When in attendance at the meetings, the Advisor should participate in an advisory capacity and not run the meetings. An Advisor should facilitate discussion, offer objective points of view, present alternative solutions to problems, and encourage the student organization and its' leaders. Attendance at events should not be viewed as supervising, but as an opportunity to show support and encouragement of the Student Organization.

It is very important for the Advisor and the Student Organization to agree upon what the Advisor is expected to do.



SUGGESTIONS FOR STUDENT ORGANIZATION ADVISORS

Meet	Provide	Get	Attend	Make	Encourage
Meet early with student organization officers to establish expectations regarding Advising and Attendance at Student Organization events.	Provide times for Student Organization Leaders to meet with you one-on-one to discuss the Student Organization and any potential challenges.	Get to know the leadership and working style of the Officers of the Student Organization so that you can effectively facilitate the Cabinet/ Executive Board Functions.	Attend Meetings and Functions of the Student Organization to show that you are an available resource to them and can help in many ways.	Make yourself available to the general membership for advising and questioning. Most often, these are the students who will be assuming the leadership roles in the upcoming years.	Encourage the Executive members to utilize the general members to execute programs and events so they feel that their time is well-spent with the Student Organization.

STUDENT ORGANIZATION REGISTRATION PROCESS

- ❖ Attend New Student Organization Training. (requirement for active status)
- ❖ Returning Student Organizations should have attended “The Great Transition” during last Spring Semester. (replaced RESET)
- ❖ Complete organization registration (new orgs)/update information (returning orgs) in Presence. (Student organization management software)
- ❖ Advisor completes advisor training & signs annual advisor agreement.
- ❖ Upon approval organization is moved to active/recognized status.
- ❖ Maintain a minimal of five (5) student members (undergraduate or graduate).
- ❖ Once recognized, student organization members (1 per org) must attend monthly Council of Student Organization Leaders (CSOL) meetings (4 per semester) and Student Organization Institute sessions (3 per semester).

STUDENT ORGANIZATION MANAGEMENT SOFTWARE: PRESENCE (LOCH-N) CLAYTON.PRESENCE.IO

- ❖ Register new organizations/
update existing/returning
organizations roster/
information
- ❖ Submit meeting and event
registrations
- ❖ Track/attain reports
from event attendance
- ❖ Complete/create forms,
election ballots, and
agreements



STUDENT ORGANIZATION MANAGEMENT SOFTWARE: PRESENCE (LOCH-N)

- ❖ Go to Presence platform:
<https://clayton.presence.io>
- ❖ Sign in (see red circle) using your Clayton State credentials
- ❖ Find the current Advisor Agreement under Forms (blue circle)

The screenshot displays the Presence platform interface. At the top, the Clayton State University logo is on the left, and navigation links for Organizations, Events, Forms, Opportunities, and Resources are on the right. The 'Forms' link is circled in blue. A red circle highlights a user profile icon in the top right corner. Below the navigation bar is a large banner with the word 'Forms' and a background image of a keyhole. Under the banner is a search bar labeled 'Search Forms'. Below the search bar is a table with two columns: 'Title' and 'Description'.

Title	Description
Fundraising Request Form	
Payment/ Reimbursement Request Form	
Reflection Form	
Student Leader of the Month Nomination Form	The purpose of this award is to acknowledge and recognize a student that has demonstrated outstanding leadership in student involvement and service. To nominate a student, you must be a current Clayton State University faculty member, staff, or student. Please complete the following nomination form.
Student Organization Advisor Agreement 2026 - 2027	Student Organization Advisor Agreement Form

STUDENT ORGANIZATION ADVISOR AGREEMENT FORM

Student Organization Advisor Agreement

Student Organization Advisor Agreement Form

By signing this contract, you certify that you have read, reviewed, and have a clear understanding of the roles and responsibilities of Student Organization Advisors as a result of completing the Student Organization Advisor Training provided by Laker Life. Review and e-sign the agreement.

As a full-time faculty/staff member of Clayton State University, I agree to serve as an Advisor.

I am aware that all student organizations are required to have an Advisor in order to be recognized by the University. An advisor must be a full-time employee of Clayton State University, either as a faculty member or staff member. Student organizations are run and managed by students themselves and I understand that my role is to serve the organization in an advisory capacity and any conduct that conflicts with such duties will result in my immediate removal. I am also aware that being a Student Organization Advisor is voluntary.

I Understand and Agree to:

- 1. Have a firm understanding of all University and Campus Life policies and procedures.**
- 2. Have a firm understanding of the organization's constitution and procedures.**
- 3. Provide advice and guidance and serve as a resource and mentor for the members.**
- 4. Provide resources for events and assistance in the administration of the financial affairs of the organization.**
- 5. Not to make decisions on behalf of the organization without consulting the members.**

STUDENT ORGANIZATION ADVISOR AGREEMENT FORM

10. Maintain consistent contact with the officers; encourage all members to share in the leadership responsibilities; and help with organization and officer transition.

Important Notice: **Advisors are required to be *aware* of ALL events hosted by the student organization; acknowledge each event hosted by the student organization; and attend all special and late-night events.** *In addition, student organizations and/or the Department of Laker Life reserve the right to remove an Advisor.

Name (First & Last):

Department:

Student Organization (Please list ALL organizations that you advise):

Campus Extension:

Campus E-mail Address:

Signature:

x

Date:

**Don't forget to list all student organizations that you advise
(separated by commas), if you advise more than one.**

COMMON POLICIES

Posting Policy :

- ❖ All student organization postings must be approved by Laker Life. Any material posted on campus that is not stamped by Laker Life will be removed and discarded. Laker Life will only approve (3-5) flyers, posters, or signs per event, meeting, or program (Each posting must have an approval stamp).
- ❖ There is an up to 5-business-day turn around time for flyer approvals.
- ❖ Student Organization Members must submit all virtual postings to the Laker Life correspondence via email LaShandaHardin@clayton.edu.
- ❖ All physical materials must be submitted to SAC-221 for approval. Upon approval, the stamped postings will be placed in the box next to SAC-221 for retrieval.
- ❖ Postings requiring approval must be submitted by a Student Organization Member.

COMMON POLICIES

Event Registration Policy :

- ❖ Student Organizations must submit their events by completing an Event Registration Form in Presence & a Space Request (when physical space is required) in Astra (the campus scheduling platform).
- ❖ Student Organization members must contact Mr. Tony Berry TonyBerry@clayton.edu if they have questions about additional training utilizing the Involve/Presence Event Registration and/or Astra Space Request.
- ❖ Once submitted, Event Registrations go to advisor(s) to review and approve.
- ❖ Upon review of the Event Registration in Involve/Presence, denial, approval, or concerns will be communicated by Tony Berry TonyBerry@clayton.edu.

COMMON POLICIES

Event Registration Policy :

- ❖ The Event Registration/Space Request must be submitted by a Student Organization member. Advisors are not permitted to submit Event Registrations/Space Requests on behalf of the Student Organization.
- ❖ However, Advisors must be aware of all events requested by the Student Organization. All events/meetings must be submitted in Presence (Event Registration) and must be approved by the organization's advisor(s) before final approval can be attained.

COMMON POLICIES

Events Policy :

- ❖ Student Organization Advisors are required to attend all events and programs held on the weekend (Friday night through Sunday night) - excludes internal meetings.
- ❖ Student Organization Advisors are required to attend all large-scale events (Parties, Festivals, Galas, Concerts, Pageants, Fashion Shows, etc.) regardless of day of the week.
- ❖ Student Organization Advisors are required to attend all events and programs that start or end after 8:00pm and are required to stay at the event until final clean-up has been completed.



STUDENT ORGANIZATION MANAGEMENT RESOURCES



Visit Campus



Laker Life



Cost



Request Info

We're happy you're here and ready to help you find your place at Clayton State University. Let us help make your Laker Life unforgettable!

[Learn more about the Laker Experience](#)

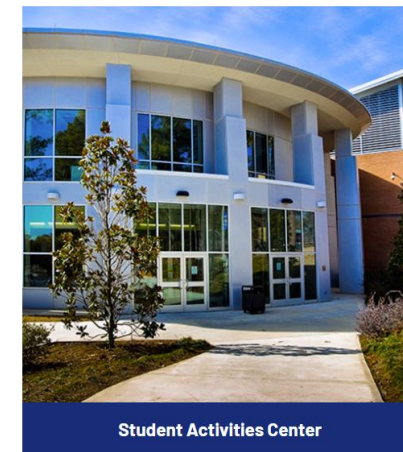
Upcoming Student Affairs & Student Organization Events



Student Leadership & Involvement



Fraternity & Sorority Engagement



Student Activities Center



STUDENT ORGANIZATION MANAGEMENT RESOURCES

Home > Laker Life > Student Leadership and
Involvement

Student Leadership and Involvement

Astra

CSOL

Presence

Student Organization Resources

Start a Student Organization

Student Leadership Institute

Student Government Association

Bent Tree

LeadCSU

Student Leadership & Involvement
Awards

Student Leadership and Involvement

Student Organizations at Clayton State University are the heartbeat of the university. All student organizations are made up of motivated students enrolled at Clayton State.

Connect with Active Student Organizations

Upcoming Student Organization & Student Affairs Events

4 benefits to joining a student organization:

1. Helps you sharpen your leadership skills
2. Expands your personal and professional skills development
3. A great way to make new friends
4. Strengthens your connection to the Clayton State community

Home > Laker Life > Student Leadership and
Involvement > Student Organization
Resources

Student Organization Resources

Astra

CSOL

Presence

Student Organization Resources

Start a Student Organization

Student Organization Resources

Student Organization Suite

Your student organization has access to the student organization suite which includes printer access, a resource room, study room, and meeting rooms.

How to reserve a study room or meeting room in the Student Organization suite: Visit the LakerLife office suite located on the 2nd floor of the Student Activities Center to make a reservation. Reservations cannot be scheduled in advance.

Leadership Training and Development

- Astra



Advisor Resources

Advisors play a key role in the success of a student organization. We thank all the advisors for your commitment to serving in this capacity.

Advisor Recruitment, Role & Responsibilities

Advisor Training

Advisor Training Questions

Student Organization Handbook

COUNCIL OF STUDENT ORGANIZATION LEADERS (CSOL)

CSOL was established to ensure that student organizations operate effectively and efficiently at the maximum potential by providing an open platform for collaboration and exchange of ideas and thoughts from other student organization leaders. The council is comprised of an executive member from each recognized student organization, and CSOL meetings are held monthly.

- ❖ Council of Student Organization Leaders (CSOL) meetings will be coordinated by the Department of Laker Life and will be held once per month.
- ❖ Each student organization's **president** is the **preferred** CSOL representative for the monthly meeting but not required. **Any member** of the organization **can attend** on the organization's behalf.
- ❖ The CSOL representative (organization's president or alternate member of the organization) is required to attend each CSOL meeting. This representative is responsible for disseminating information shared with the Council and is allowed one vote, on behalf of their organization, when voting is necessary.
- ❖ **Failure to have a CSOL representative attend each meeting may cause the organization to lose its active status as a registered student organization which will negatively impact the organization's SFAB funding privileges.**



STUDENT ORGANIZATION INSTITUTE

STUDENT LEADERSHIP TRAINING

Student Organization Institute is the organization training program that the **Department of Laker Life** instituted to assist, educate, and prepare our up-and-coming student leaders to be more proactive, consistent, and effective leaders in their organizations and daily life. We hope to instill confidence and a sense of pride in the teamwork and hard work of our student organizations. Student organizations must attend three (3) of these leadership training meetings each semester provided by the Department of Laker Life.

- ❖ We will be conducting between eight (8) and twelve (12) of these trainings on several topics throughout each semester, but attendance is **only required at three (3) of these meetings per semester**.
- ❖ Only one member from each student organization is required to attend. The exception: the **Treasurer** from each organization **must attend the Student Organization Finances session**.
- ❖ **Failure to have a representative attend the required three meeting may cause the organization to lose its active status as a registered student organization which will negatively impact the organization's SFAB funding privileges.**

STUDENT ORGANIZATION SUITE

STUDENT ACTIVITIES CENTER 2ND FLOOR

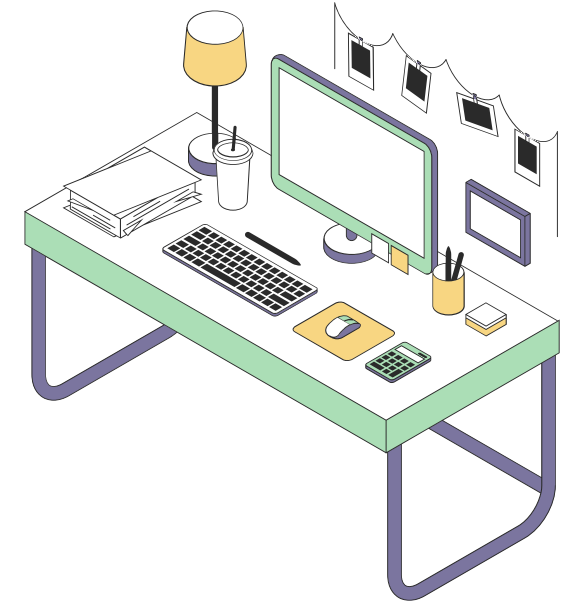
Printing Services



Open Meeting
Space



University
Sponsored
Organization Offices



ADVISOR CORNER



Twice a semester. A space for advisors to ask questions, share experiences, and network.

The entire Laker Life team is here to help.

LakerLife@clayton.edu

(678) 466-LIFE

*Thank
you*

&

*We look forward
to working with
you!*