

The Club Advisor's Update

Western New England College

OFFICE OF STUDENT ACTIVITIES STAFF

Ian Martin, Associate
Director Ext.
1203

Erin Twomey, Program
Coordinator Ext.
2297

Katie McDevitt,
Graduate Assistant Ext.
1203

Maureen Keizer, Assis-
tant Dean of Students Ext.
1203

Erin Murphy, Operations
Manager Ext.
1203

Amy Samson, Finance
Chair, Treasurer Ext.
1298

Michelle DeBellis, Stu-
dent Senate, President Ext.
1298

ADVI\$OR\$ - DID YOU KNOW????

Thank you for agreeing to serve as an advisor to our clubs & organizations. Most clubs have had very successful activities for the first semester and have been using our office for resources and new programming ideas, which we love! For the most part each club, organization or class council came to the Spring calendar meetings with dates in hand and have already booked the facilities. It would be helpful if you as the advisor follow up with them to confirm that they have ordered all the services, equipment and food that they will need for each program. Thank you in advance for helping us with this portion of the programming checklist!

Additional funds may be requested at any time during the year from Student Senate. Conference funding may not be taken out of the operational budget and is submitted separately. First semester freshmen or second semester senior will not be funded, unless the senior is presenting an aca-

ademic paper. Requests for additional funding (including conference budgets) requires 25 copies of the budget, presentation at a finance hearing and a club member to be present at the Senate meeting that the allocation will be presented. **Please allow 3 weeks for this process.** Senate will resume meetings on Tuesday, January 20th. Some clubs will have had elections already since according to their club constitution they assume office by December 1. Often times these new exec boards are lost about how to conduct business, order apparel or access the club budget. Please encourage the new officers to set up a meeting with one of us and we will be happy to review the "how to's" of club activities.

Finally, just as a reminder we correspond with the club presidents and treasurers through Manhattan classrooms. Students respond in a timely manner to information posted and it has been particularly helpful for club treasurers.

SPECIAL POINTS OF INTEREST:

- Co-Curricular Award Nominations are due March 27th.
- Club Elections for those with Spring dates should be held prior to April 15th.
- Check out our website, www.wnec.edu/studentactivities for an updated programming calendar and other resources
- Our other site is www.wnec.edu/artsalive! for a listing of arts related activities and materials

CO-CURRICULAR RECOGNITION

Each year the Division of Student Affairs hosts the annual awards dinner and ceremony for students and their families who have modeled excellence outside of the classroom, in the Greater Springfield community or for service in a particular club or organization. As an advisor you are integral part of the nomination process by taking the time to submit a nomination (s) of students who have exceeded expectations in their leadership roles. The criteria for each of the award categories are listed on the student activities web site and packets will be available later on

in the semester. It would be helpful for you to familiarize yourself with the criteria now so that you might be able to keep deserving members in mind. Most awards represent one year of service however there are two awards that do take 4 years of consistent service and leadership into consideration in the selection process.

Unlike other recognition ceremonies, students do not know they have been nominated nor if selected, what award they are receiving! It is our own night at the Oscars!

DO YOU NEED HELP WITH PROCRASTINATORS?

As an advisor, you've probably already noticed that some of your students are procrastinators. How do you know when procrastination has become a real problem? Procrastination is caused by: depression, a desire to avoid negative experiences, being overextended, perfectionism, fear of others' response/evaluation or a lack of training.

If you think you have a student leader or members that are procrastinating, here are five tell-tale signs that might help to identify the issue. Procrastinators will:

1. Underestimate how long it will take to get something done.
2. Overestimate the amount of time they have to get something done.
3. Overestimate how motivated they'll feel the "next time" when they expect they'll get something done.
4. Mistakenly believe that working when they're not in the mood is less than optimal.
5. Mistakenly believe that, in order to succeed at a task, they need to feel like doing it..

It is always helpful to address the problem early so as to enable the student time to develop better habits. Often the club suffers the consequences of the lack of action on the procrastinator's part. You as the advisor should always feel like you can check with our office on deadlines, or processes so as to avoid last minute scrambling and to be able to assist the students in better time management.

LEARNING BEYOND THE CLASSROOM

Participation in and skills developed through clubs and organizations can be the platform for your members next LBC experience. Many students have used co-curricular involvement or leadership positions as their 15 hour experience for this graduation requirement. For students that are involved in hall or class councils, clubs, organizations, student media or student governance, 15 hours of experience is completed quite easily. The reflection papers for these experiences have ranged from analyzing the club fund-

ing process to trends in financing to club constitutions and the comparison of moral theories taught in a Business Ethics class. Students have embraced clubs and organizations as a means to not only fulfilling this requirement but have found it to be insightful and have completed them with ease. If you have members that are looking for an LBC experience but you are not able to serve as a site supervisor, please refer them to us and we will discuss their experience and help in the application process.

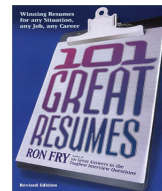
**"Tell me and I'll forget,
Show me and I may remember,
Involve me and I will
understand."**

-Chinese Proverb

SKILL BUILDING THROUGH INVOLVEMENT

As your students are preparing resumes for future leadership applications or employment, encourage them not to underestimate their skills attained through co-curricular involvement. Often these skills in partnership with their academic preparation will put them ahead of many of the other applicants. Skills that can be learned and strengthened through involvement include budgeting, marketing and promotion skills, event management, meeting and facilitating skills,

fundraising, presentation skills, desktop publishing skills, layout and design, and managing difficult behaviors. Students have a variety of opportunities to develop these hands on skills and then be able not only to list them on a resume but also be able to reflect on the experience in a future interview. Students will often take these skills for granted and not realize that these contribute to their overall education. An advisor can really positively impact their "awakening."



Club activities provide a great resource for resume and skill building as well.