

August 2023

Department of Cadet Activities
Mark Clark Hall, 2nd floor

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- The advisor should help the group develop goals and plans of action and should know the collective group, the members of the group, and the group's unique needs.
- Advisors should be available and approachable, provide, appropriate feedback, and share in the group's experiences.
- Advisors should participate in activities that help the group exist, such as interpreting policies, sharing information about resources, and serving as the validation signature when necessary.
- Group growth functions should be designed to help the group become more effective in progressing towards its goals through leadership development opportunities that will strengthen the group and the individuals participating.
- Advisors should provide ideas for new programs and should encourage those behaviors that help the group achieve higher levels of self-actualization through pointing out new perspectives.
- The amount of attention organizations need from their Advisor will vary. It is helpful to discuss expectations that the organization has of you, and vice versa, at the beginning of the academic year.
- Mediate between club members and campus officials. Mediator responsibilities include listening, observing and reporting information in regards to the well-being and safety of the students and campus.

The Department of Cadet Activities is available to assist you should any challenges arise. Advisors will take action or respond to particular issues on behalf of the institution.

The Department of Cadet Activities will offer Zoom advisor training opportunities several afternoons in August/September. See Cadet Activities Club/Organizations page for upcoming dates. The training is mandatory for your club to be fully chartered for the academic year. We will be available for consultation as needed throughout the year to discuss policies and club events as well as offer suggestions for improving the organization's activities.

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The Citadel requires an appreciation for the dedication to the basic principles of honesty, accountability, integrity, and respect. These principles are fundamental in the ultimate mission of the college; to produce well-educated, wholly prepared graduates who will serve as leaders in our communities, our nation and our world.

All advisors, coaches, and/or religious leaders who oversee a club have an obligation to apply these ethical principles in their duties and responsibilities. Staff and/or faculty advisors will take note of the following principles and apply them to their interactions with clubs and club members.

- + R Q H V Advisors, coaches, and/or religious leaders are to be truthful and sincere in all interactions with the public, with students, and with each other. They should avoid even the appearance of wrongdoing and should confront and challenge any unethical behavior. They should set an example of personal honor that students can emulate and admire.
- \$ F F R X Q W Advisors, coaches, and/or religious leaders are to take responsibility for their own actions and personal decisions and should protect the institution by following all Policies and Procedures of The Citadel and uphold the constitutions and

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- 5 H V S H A W sors, coaches, and/or religious leaders are to discharge their duties with care, compassion, and concern for the

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- Club officers have their duty positions (as noted by the advisor) annotated on their Leadership Development Transcripts. Advisors will report any changes that occur during the year in club leadership to the CCC so that accurate information is shared with the registrar's office.

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In order to be an officially sanctioned Citadel club or organization, the following criteria must be met.

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- Volunteer club advisors (anyone not employed by the Citadel) are required to submit the
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The fund raising form is a fill in the blank form requiring details of the intended event such as the location, time and date of event, approval from the facility manager of the intended location, and approval from Sodexo staff if the event includes food or beverage sales.

- Sale of merchandise - If merchandise is being sold, photos of the merchandise will be attached to the request form. The form is to be completed and turned in to the CCC at least five business days prior to the intended event date. Do not create merchandise without approval from our office.
- Sales opportunities - Clubs may arrange to sell items at football games in the concourse of the stadium. The DCA's fund raising form is required. The Athletics Office has their own forms and policies/procedures regarding this opportunity. Contact Facilities and Operations in the Athletic Department for more details about this opportunity. Clubs will be charged \$50 per season to set up at the stadium. Please note that space is limited and that space is allocated to clubs on a first come-first serve basis. **Stadium sales requests must be submitted to Athletics by September 6.**
- Use of Citadel logos - A club that wishes to use any Citadel logo or mark on a product to sell, the club will become acquainted with the school's [%UDQG \\$VVH, Memorandum \](#) number 7-006, dated 5 March 2021. The guidelines presented in this toolbox ensure a basic level of consistency across college communications and provide students the latitude to develop projects that meet their specific needs. This toolbox provides specific directions for the proper application of our logo and related elements.

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- You are required to book space for your club meetings and events through EMS. To access, log into **Lesesne Gateway** using your Citadel network login credentials. Instructions to book are found in **Annex A** of this document.
- Useful links –
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- Is an Advisory Board.
- The event is open to the public.
- Shutdown or interruption in service: power, steam, buildings, common areas, parking, roads, internet service, IT systems, Banner
- Camps, non-Citadel athletic events, lecture series, conferences
- Funeral services

Advisors will use their best judgment in analyzing the impact of an intended event, and the CCC will be available to discuss logistics, impact, and best practices for events as needed.

The IPC request form helps the committee to understand what needed, who, what, where and when of proposed activities on campus. When completing the IPC request form, please note that you will need the EMS reservation number in order to submit the request.

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Club advisors will use club leadership positions to provide and report on experiential learning opportunities and leadership development for members of the club. Club advisors will, at a minimum, write a leader development report for the Club President/leader and the club president may write a leader development r

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