
Student Organization Advisor's Handbook



kansas state university

Dear Advisor,

Thank you for taking the opportunity to be a student organization advisor. By taking on this role, you have already made a significant contribution to Kansas State University and its students.

The following handbook is a collection of resources that will help you advise student leaders. However, we know that not every situation can be resolved by flipping through the pages of this book. That is why we are here to answer any questions you may have with regard to advising. The contact information for the Office of Student Activities and Services and the Office of University Attorney are listed below. We would be glad to answer any questions you may have.

Thanks again for your commitment to K-State!

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All registered student organizations are required to have advisors. This Advisor Guide is intended to serve as a starting point to help advisors. It is a collection of resources, responsibilities, expectations, and suggestions. Please refer back to this Guide often through the experiences of advising. If you have any comments or suggestions concerning this publication, please feel free to contact the Office of Student Activities and Services at (785) 532-6541. Good luck and enjoy your opportunity to make a difference!

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ad-vi-sor noun

1. An educator who advises students in academic and personal matters.
2. One who gives advice or counsel.

Syn:

- Educator
 - Mentor
 - Friend
 - Referee
 - Confidant
 - Role Model
 - Counselor
-

Successful Advisors:

Don't know it all

Allow others to fail

Allow others to succeed

Know personal and professional limits

Are visible

Act with integrity and are consistent with their actions

Keep a sense of humor

Trust themselves with the group

Learn when to speak and when not to

Direct the group where to find the answers

Avoid being the leader

Are not afraid to suggest new ideas

Understanding Advising

Definition

Advising means challenging students to be better than they were yesterday and supporting them when they find themselves unprepared to perform the task set before them. A good advisor will use their personal and professional experience to motivate individuals, as well as the group, toward a common goal.

Why be an Advisor?

Advising is a unique opportunity to interact with K-State students outside of the classroom setting. The environment developed through an advisor-advisee relationship is one that touches students' lives on a different level. This experience provides students the opportunity to get to know faculty and staff as "real" people, and often leads to long term mentoring. There are many benefits involved in advising that include: knowing you are making a difference, having fun, keeping abreast of campus events, building community, receiving student appreciation, and personal satisfaction.

Types of Student Organizations

Student organizations, like all organizations, involve people - people getting together to accomplish a task. Getting people to work together in an organized manner is not an easy undertaking, but is essential for the success of an organization. Here are some types of student organizations on our campus:

- Departmental
- Student Government
- Honors
- Sports Clubs
- Religious
- Greek Letter Organizations
- Residence Halls
- Multicultural
- College Councils
- Special Interest

Getting Started

It can be difficult finding your way with a new group of students, but assuredly they will look to you for guidance almost immediately. Here are some things to help you get started:

- Review the student organization handbook (The Source) for important information: <http://www.k-state.edu/osas/documents.htm>
- Attend the organization's meeting and introduce yourself
- Let the group know how and when you can be contacted
- Discuss expectations
- Meet with the officers individually
- Review the organization's constitution

Organizing a Student Organization

The following are a few basic principles which are helpful to guide student organization officers as they begin organizing a group:

An organization needs to have a reason for existing

There needs to be a unity of purpose which the membership understands and can support. The entire membership should, therefore, establish the goals each year for the organization. This participation creates a sense of belonging. Both short-range and long-range goals should be planned a month or two in advance. Long-range goals will give the members a chance to look at their overall goals for the year. Establishing clear-cut goals helps to avoid mediocre involvement and accomplishment.

Effective leadership is essential to any organization

The officers should meet together between meetings to organize the next meeting's agenda and to brainstorm ideas. A printed agenda distributed to members at each meeting helps to keep your members informed. It also saves time in meetings.

Officers should not make decisions for the group

Their job is to do the legwork. They need to find out the information and report to the group. The group should make the decisions. Persons involved in the decision-making process are more likely to be committed to the decision.

Appoint members to committees

This is a good way to foster involvement from the rest of the group members. This way, they feel a part of the organization and also gain valuable experience for future leadership roles.

Regularity of meeting times and place is critical to success

Even if the members of the organization do not have much to discuss, holding regular meetings can help to foster the exchange of ideas. It is also a good idea to hold regular meetings so all members are aware of what each individual of the group has been doing.

Cooperate with other organizations and campus officers

This is a great way to promote leadership development. It is also another way to get people to hear and explore new ideas. Plus, if resources can be shared between groups to accomplish a common goal, it makes the task easier and more pleasant for all involved.

7 Tips: Running a Good Meeting

1. Solicit topics from officers beforehand and formulate an agenda.
 2. If you start on time, you will end on time.
 3. Stick to the agenda and try to avoid off topic conversations.
 4. Encourage discussion to get all points of view and explore differing opinions.
 5. Encourage everyone to share. Interactive decision making will encourage member involvement.
 6. Keep meeting minutes so you can refer to them later.
 7. Before you adjourn, set a date, time and place for the next meeting.
-

Organization Stages

Forming
Members determine their place in the organization and go through the testing process. Advisors may help identify expectations and goals of members to provide support in this stage.

Norming
The organization starts to test the boundaries of acceptable behavior. Advisors can help members confront unacceptable behavior and help the officers develop rules and policies.

Storming
Group members develop their own opinions of group norms and conflicts arise. Advisors can help foster rapport among members and help members focus on the mission, vision and goals.

Transforming
Members have made it through crises, but complacency may set in. Advisors can continue to help members set expectations to keep the organization moving forward.

Advising Styles

An advisor may adjust his/her advising style to fit the organization. An advisor may identify with a particular style, and some advisors will use a combination of styles. At different points in an organization's formation and development an advisor may play different roles. It is important for the advisor to determine what role he/she would like to play in the organization, and also determine if that role will meet the needs and expectations of the organization.

Examples of Advising Styles

Educator

Advising is situational and the advisor may act as a teacher, coach, consultant, policy interpreter, continuity provider, and crisis intervener at any given time. The "educator" allows organizations to take risks and make mistakes while providing support. The educator's philosophy may be: "Students have the ability to meet their goals. However, my ability to empower them will enhance their natural abilities."

Overseer

The overseer stays at a distance and only intervenes when called upon. This is not a very popular style because the organization may interpret your distance as a lack of attention.

Referee

The referee educates and oversees while handling organization disputes. An organization that may need this type of advising style could be at a stage where organization norms have been established, though the organization discovers individual likes and dislikes regarding these norms. Organization members discover that every member in the organization does not share the same opinion. The advisor should introduce conflict resolution, team building, and meeting management activities. The advisor should seek to empower the organization members to transform themselves as he/she facilitates.

Boss

This style is very authoritative and people who use it think they always have the right answers. The boss expects the organization to take orders and "fall in line." If the advisor balances this style with "educator," the resulting style is not always bad. In fact, the style can be persuasive and motivating if the advisor has strong interpersonal skills. This style is ineffective if the advisor is threatening or intimidating, or if the president of the organization leads in the same manner.

Adapted from: Copeland, T.R. (1996, November).
Successful Matches Depend on Advisor's Style, Group's Stage
[The Bulletin](#), 8-12.

Expectations of the Student Organization Advisor

Each advisor should periodically sit down with the students they advise and review both student and advisor expectations. Good advisors will develop relationships with students that encourage feedback throughout the year.

Here are some suggestions for maximum success:

- Attend regular meetings of the organization
- Attend executive meetings of the organization
- Attend required campus events
- Sign paperwork that requires full-time faculty/staff member approval
- Be familiar with University policies and review these with student leaders once a year
- Be familiar with the mission, goals and purposes of the organization you are advising
- Help student leaders to set their own goals for the organization
- Inform the group when they have violated their own bylaws, codes and standing rules
- Veto decisions outside the bylaws, University policy or the law
- Periodically review expectations with your student leaders
- Keep and organize a thorough advisor notebook
- Review the organization's finances with the treasurer once per semester and assist in the development of a budget

Here are some good advising practices:

- Set a good example for your student leaders
- Ask questions instead of making statements
- Encourage open communication
- Encourage co-sponsorship
- Encourage students to take advantage of leadership training opportunities
- Recommend auxiliary programs and outside speakers
- Mediate interpersonal conflicts as they arise
- Remain quiet during meetings until called upon
- Hold personal meetings with each executive officer to understand goal progress
- Organize an effective transition meeting for outgoing and incoming officers
- Challenge your student leaders to see issues from all sides and play "Devil's Advocate"

Ten Effective Goal Setting Tips

1. Positive Statements
 2. Be Specific
 3. Set Priorities
 4. Write Goals Down
 5. Keep Operational Goals Small
 6. Set Performance Goals
 7. Set Realistic Goals
 8. Avoid Setting Goals Too Low
 9. Set a Timeline
 10. Include Everyone in Goal Setting Activities
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3 Tips for Your Exec Board

1. Communicate

Set up listservs, email addresses, calendars and websites to communicate with your members.

Members who feel they are not communicated with will rarely stay involved.

2. Co-Sponsor

Co-sponsoring activities with other organizations is a great way to share resources and get more accomplished. You can obtain a current list of student organizations in the OSAS office.

3. Have Fun!

Introducing fun activities while you work will foster a positive experience for your members. Icebreakers and small group activities will also help improve group member interaction.

Roles and Responsibilities of an Executive Board

Just as advisors have specific roles and responsibilities within the organization, so do executive board members. It is important for advisors to understand these in order to help guide and encourage proper functioning of the organization.

President

- Preside at organization meetings and facilitate executive board meetings
- Be aware of all money matters
- Assist all executive officers
- Provide motivation for the organization
- Prepare for all meetings
- Serve on various committees or task forces
- Be open to all opinions and input
- Provide follow-up to organizational tasks
- Inform the executive board of other meeting information
- Coordinate the executive board transition

Vice President

- Preside at organizational meetings in the absence of the president
- Direct constitutional updating and revision
- Serve as liaison to committees
- Perform other duties as directed by the president

Treasurer

- Prepare organizational budget
- Prepare purchase orders, requisition forms or supply requests
- Audit books twice per term with advisor
- Maintain a financial history of the organization
- Maintain a working relationship with institutional accounting
- Inform executive board of all financial personnel matters
- Coordinate solicitations
- Make quarterly reports of all receipts and disbursements
- Perform other duties as directed by the president

Secretary

- Record and maintain minutes of all organization meetings
 - Send minutes to all appropriate members and institutional staff
 - Prepare an agenda with the president for all meetings
 - Maintain attendance at all meetings
 - Keep the organization informed
 - Maintain a calendar of events
 - Maintain a phone and email directory of all members
 - Reserve meetings rooms for the term and year
 - Perform other duties as assigned by the president
-

Registering Student Organizations

New Student Organizations

All new student organizations must be registered with the Office of Student Activities and Services. The registration process is simple:

- Assemble 5 interested students
- Select a President and a Treasurer
- Select an Advisor (must be a full-time faculty or staff member)
- Construct a Constitution
- Fill out an organization registration form
- Return the completed form to the Office of Student Activities and Services (OSAS)
- Meet with an OSAS staff member to review rules and policies

Organization registration forms can be picked up from the Office of Student Activities and Services on the ground floor of the Union or by visiting <http://www.k-state.edu/osas/documents.htm>. These packets contain a sample constitution and helpful tips for putting an organization together.

Re-Registering Student Organizations

All student organizations must re-register annually. The deadline for re-registering is the last week in April. Student organizations who want to be recognized for the coming year must register by this date.

Students must fill out an organization registration form with their updated officer information and any revisions to their constitution.

To complete re-registration, an officer from the student organization must also attend a registration session. More information on the times and locations of these sessions can be obtained by calling the Office of Student Activities and Services.

Benefits for Registered Student Organizations

Only registered student organizations can:

- Receive funding from the Student Governing Association
- Reserved space in the K-State Student Union
- Reserved rooms or facilities on campus
- Get Web site space, an email address and listserv privileges
- Use K-State motor pool vehicles
- Receive reduced rates for the Alumni Center and K-State Catering Services

Registration Notes

K-State Student Organizations must have at least five members

A student is defined as a person enrolled in a minimum of one K-State credit hour

A K-State Student Organization must be comprised of at least 80% student membership

A K-State University-Community Organization must be comprised of at least 50% student membership

An organization's purpose must be consistent with University policy

Groups may not discriminate on the basis of age, sex, race, religious faith, national origin, physical ability or sexual orientation

Organizations must submit an Organization Registration Form and a Constitution

Groups whose primary purpose is individual instruction, charge fees, or to compensate an instructor will not be eligible for registration

Organizations unite persons with similar academic, cultural, religious, professional, social, political, or service-oriented interests

Sample Constitution

Any organization must have some procedures by which to conduct its business. A constitution is an effective way of establishing those procedures. If your constitution is long and very detailed, you may want to split it up into a constitution (general principles creating the organization's membership and officers' responsibilities) and by-laws (detailed procedures to be followed for meetings, decision-making, officer selection, etc.).

ARTICLE I: NAME AND PURPOSE

Section 1. This organization shall be known as the...

Section 2. The purpose(s) of this organization shall (will) be . . .

ARTICLE II: MEMBERSHIP

Section 1. Membership shall be open to...

Section 2. (Means of selection of members, qualifications, eligibility, etc.)

ARTICLE III: OFFICERS

Section 1. The officers of this organization shall be . . . (list them)

Section 2. (Selection of officers, length of term, etc.)

Section 3. (Duties of officers)

ARTICLE IV: DUES (if any)

Section 1. (Include amount, when assessed, etc.)

ARTICLE V: MEETINGS

Section 1. (Time for regularly scheduled meetings)

Section 2. (Procedures for calling special meetings)

Section 3. (Quorum, order of business & disposition of minutes)

ARTICLE VI: COMMITTEES

Section 1. (Any standing committees of the organization, including process of appointment, responsibilities, etc.)

Section 2. (Provisions for forming any special committees, as needed)

ARTICLE VII: AMENDMENTS TO THE CONSTITUTION (& BY-LAWS)

Section 1. (The procedure for amendments, including advance notifications, number of readings and required vote for adoption. In most organizations the by-laws may be changed by a majority vote, while a constitutional revision would require a two-thirds majority vote to change).

If you need assistance developing a constitution call the Office of Student Activities and Services at (785) 532-6541.

Funding for Student Organizations

The Student Government Association (SGA) Allocations Committee allocates funds to registered student organizations (80% or more student membership) for on-campus, educational events that are free and open to K-State students. SGA also allocates funding for K-State students traveling off-campus. These funds originate from the Student Activity & Fine Arts Fees paid by every K-State student when they pay their "tuition and fees." **A representative (preferably the Treasurer) from your organization will need to fill out and turn in the SGA Budget Request Form at least 28 days prior to the event to request SGA funds.** The SGA Budget Request Form should be turned in to the Office of Student Activities and Services (OSAS) Budget Office. All OSAS Budget Office Forms, including the SGA Budget Request Form can be found at:

<http://www.k-state.edu/osas/documents.htm>

The OSAS Budget Office handles all requests related to the Student Activity Fee and Fine Arts Fees. OSAS staffs a full-time accountant who shares an office with the SGA Allocations Chair/Treasurer. You can reach them by calling the Office of Student Activities at 532-6541.

Helpful Reminders

- Student organizations must be registered with the Office of Student Activities and Services at least 45 days before the event for which funds are being requested.
- Budget Request Forms must be received at least 28 days before the event.
- Budget Request Forms must be submitted in November to receive funds for events held in December, January and February. Check with Office of Student Activities to verify the deadline.
- Budget Request forms must be received by the first Friday in March for events in the remaining spring semester, summer and early fall semester.
- Open House budget requests must be received in early December.
- Before applying for travel allocations, it is suggested the organization treasurer meet with the OSAS accountant.
- Please see the OSAS Budget Office Frequently Asked Questions for more detailed information. This document can be found at:
<http://www.k-state.edu/osas/funding.htm>

Funding Facts

You must apply for SGA funds at least 28 days in advance of your event.

There are restrictions on what the funds can be spent on so check with the OSAS Budget Office to confirm your expenses.

You will not receive a lump sum check for your event.

All expenses must be accompanied by appropriate forms and original receipts or invoices.

Unspent funds allocated to student organizations will revert back to a reserve account for future allocations.

Allocations for travel must not exceed \$1000 or \$100 per student per academic year.

Tax exempt status for student organizations is handled through the Kansas Department of Revenue:

1-877-526-7738

Resources

K-State Student Life
102 Holton Hall
(785) 532-6432

Student Activities
and Services
809 Student Union
Ground Floor
(785) 532-6541

Student Legal
Services
809 Student Union
Ground Floor
(785) 532-6541

University Attorney
111 Anderson Hall
(785) 532-5730

Lafene Health
Center
1105 Sunset Ave.
(785) 532-6544

Counseling Services
232 English and
Counseling Services
(785) 532-6927

K-State Police
108 Edwards Hall
(785) 532-6412

Understanding Risk Management

Definition

Risk management is the attempt to decrease the potential for the physical, mental, or emotional harm of any member of the organization, non-member participants or the general public during or as a result of an activity planned and conducted by an organization. Risk management is also an attempt to plan organizational operations and activities in such a way that insures the vital and long-term growth of an organization.

Things to Consider

There are many areas of risk to consider when planning an event for your organization. All events should follow Federal and State of Kansas law. Here are some general areas to consider as part of your group's policies:

- **Education** - An organization that knows, understand and acts on possible risk will be a safe and effective organization. Consider bringing in speakers to your meetings to inform students about potential risks.
- **Alcohol/Controlled Substances** - The number one leading cause of problems in student organizations. Pre-planned strategies for handling alcohol and other drugs will protect you and the organization.
- **Discrimination** - Membership practices which create an environment that is discriminatory or harassing are a major liability. Make sure your organization's practices respect anyone who seeks membership.
- **Hazing** - Hazing activities constitute a serious physical and psychological threat to members and participants in organizational activities.
- **Fire Safety** - Know the facilities, equipment and resources you use to operate your organization.
- **Social Awareness** - Make sure you monitor your events and encourage your members to be sensitive to the needs and concerns of others in your community.
- **Security** - Make sure you know when you need security or police personnel to aid with an event or activities. Protect your organization's finances and operations by securing bank accounts and any other resources you may need.
- **Travel** - If your organization travels, make sure you educate your members about risks, insurance needs and emergency preparedness.
- **Legal Issues** - Students can contact Student Legal Services in the OSAS office to discuss student liability issues and the Office of University Attorney can be contacted for matters involving the University.

** Resource adapted from the Old Dominion University Student Handbook*

Event Planning Form

Reducing the risk of your event can be a difficult task. To assist you, K-State has developed an Event Planning form. You can access it at:
<http://www.k-state.edu/osas/eventplanning.htm>

See Important Policies and Procedures for other policies that may affect your risk management planning.

Important Policies and Procedures

Below is a list of important K-State policies and procedures. There is a short description about each policy and an Internet address where you can locate more information.

K-State Alcoholic Beverage Policy

All student organizations are encouraged to pursue actively non-alcoholic programming and to develop and implement alcohol awareness and responsible consumption programs for their members and guests. Further detail on the K-State Alcoholic Beverage Policy (Section .050) may be found at:

<http://www.k-state.edu/policies/ppm/3053.html>

K-State Event Policy

Student Organizations who hold events on K-State property must follow the K-State Event Policy. This policy stipulates security measures, provides food dispensing guidelines, regulates fundraising/publicity campaigns, and provides guidance on many other student organization activities. This policy is available in the Student Handbook (The Source) and can be found at:

<http://www.k-state.edu/osas/documents.htm>

K-State Grounds and Facilities Use

Student Organizations must fill out forms to use K-State facilities including Ahearn, University Chapels or any other University building. These forms and more information may be found at:

<http://www.k-state.edu/facilities>

K-State Student Union Facilities

To reserve tables, meeting rooms, display cases and to secure special rates for other Union services, student organizations must be registered with the Office of Student Activities and Services. Unregistered groups will not be able to hold meetings or activities in the K-State Student Union without a charge. For more information on the K-State Student Union and other campus facilities see the Campus Facilities section of Student Handbook (The Source) at:

<http://www.k-state.edu/osas/documents.htm>

Other Important Policy Resources

Bramlage Use Policies

<http://www.k-state.edu/bramlage/>

Motor Pool Vehicle Use

<http://www.k-state.edu/policies/ppm/6420.html>

University Parking Policies

<http://www.k-state.edu/parking/>

University Police

<http://www.k-state.edu/police/>

Frequently Asked Questions

Q: Do posters hung on campus need to be approved?

A: It depends. Posters in good taste which follow K-State Publicity Regulations may be placed in any of the outdoor bulletin boards without prior approval. These posters must be removed as soon as your event being advertised is over. Those items placed inside building require department head approval.

Q: Our student organization is having an event. How do we reserve space?

A: Please call the Division of Facilities Scheduling Office at 532-1712 to visit about the date, time, event description, capacity and type of space needed. You will need to submit a Facilities Request to Use Buildings and Grounds Form, signed by the faculty/staff advisor. If the event is a fundraiser, a fundraising permit is also required. The Facilities Scheduling Office is located at 109 Dykstra Hall, near the corner of 17th and Claflin. You must submit all requests at least TWO WEEKS in advance.

Rooms in the Union may also be reserved by calling the Union Director's Office at 532-6591. Only registered student organizations are allowed to reserve space for free or at a reduced price.

Q: Why do groups need a fundraising permit?

A: Fundraising permits are used to help protect University copyrights as well as University facilities that sell merchandise. They are also used to ensure student organizations aren't selling items that the University would deem inappropriate.

Q: Can a student group make reservations for the entire academic year?

A: Reservations for space can be made on a semester basis only. Groups can no longer reserve space for the entire year.

Q: How often does a group have to register with OSAS?

A: Group registration is done every spring semester. Groups need to submit the registration form and attend one of the registration meetings. At least one officer from the student organization is required to attend.

Q: Can groups use chargeable rooms in the K-State Student Union (Flinthills, Sunflower, Cottonwood, Main and West Ballroom, K & S rooms) for non-catered activities?

A: Chargeable rooms can be used if the reservations are made 5 days prior to the event. If there is no other space available in the Union and/or nothing is previously scheduled in these rooms, there is no charge.

Q: How do we publicize our event on the K-State Events Calendar?

A: You can fill out an event form in the Office of Student Activities and Services or do it online at <http://www.k-state.edu/osas/coe.htm>.

On-Campus and Off-Campus Resources

There are many resources at K-State and in the Manhattan Community that can contribute valuable information and assistance to your organization. Often, these organizations can be contacted to arrange speakers for your group on a variety of important issues. Below are just a few contacts:

Blue Key National Honor Fraternity

Blue Key works closely with student organizations to provide seminars on a variety of leadership topics. Contact them at: <http://www.k-state.edu/bluekey>

Career and Employment Services

K-State Career and Employment Services provides students looking for part-time and full-time jobs an opportunity to review resumes and participate in career workshops. Their office can be contact by calling (785) 532-6506.

Diversity and Dual Career Development

The Office of Diversity and Dual Career Development provides leadership in building an inclusive campus climate that will foster mutual understanding among diverse groups. You can contact their office at (785) 532-6276.

K-State Women's Center

The K-State Women's Center is available for presentations, academic classes, training and referral. You can contact the Women's Center at (785) 532-6444.

Manhattan Fire Department

The Manhattan Fire Department is available to speak on fire safety and facility management. You can contact the department at (785) 587-4500.

Police Department

K-Staters are fortunate to have two police departments in Manhattan. Both organizations will visit with your members on a variety of safety issues.

K-State Police Department: (785) 532-6412

Riley County Police Department: (785) 537-2112

Riley County United Way

The United Way and its affiliate organizations can provide a great avenue for your members to get involved in serving the Manhattan community. You can contact them by calling (785) 776-3779 or by visiting <http://www.unitedwayrc.org>.

S.H.A.P.E.

Shape stands for Sexual Health Awareness Peer Educators and they are sponsored by the Lafene Health Center. These students are available to speak to your group by calling (785) 532-6595 or by emailing shape@k-state.edu.

IMPORTANT CAMPUS PHONE NUMBERS (Dial 532-)

Adult Student Services	6434	Intramurals	6980
Affirmative Action	6220	KSDB-FM Radio Office	6960
Bookstore/Customer Service	7900	Leadership Studies and Programs	6085
Collegian	6556	Meeting Rooms	6591
Computing & Network Services	6311	Office of Student Activities & Services	6541
Copying		• Consumer and Tenant Affairs	
• Union Copy Center	6596	• Events Calendar	
• Arts & Sciences Copy Center	6895	• Legal Services for Students	
• Engineering Copy Center	5849	• Notary Public	
• Printing Services	6308	• Organizational Budget Office	
Counseling Services	6927	• Student Governing Association	
Student Life Office	6432	• Student Judicial System	
		• Student Organization Registration & Listing	
		• Voter Registration	
Engraving	6562	Parking Services	7275
Facilities Scheduling	1712	Police Department	6412
Greek Affairs	5546	Postal Center	6306
Information		Printing Services	6308
• K-State Student Union	6591	Recreation Service	6000
• Telecommunications	7001	Religious Activities	6432
• KSU Operator	6011	Student Publications	6555
Housing and Dining Services	6453	Union Program Council	6571
Multicultural Student Organizations	6436	Women's Center	6444
Media Relations and Marketing	6415		
International Student Center	6448		

Above is a small list of campus resources frequented by student groups.

Please feel free to contact any of these offices to assist you. If there is an office that is not listed here, please check the KSU Campus Phone Book or call the directory at 2-6011.

Notice of nondiscrimination

Kansas State University is committed to nondiscrimination on the basis of race, sex, national origin, disability, religion, age, sexual orientation, or other nonmerit reasons, in admissions, educational programs or activities and employment (including employment of disabled veterans and veterans of the Vietnam Era), as required by applicable laws and regulations. Responsibility for coordination of compliance efforts and receipt of inquiries concerning Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans With Disabilities Act of 1990, has been delegated to Clyde Howard, Director of Affirmative Action, Kansas State University, 214 Anderson Hall, Manhattan, KS 66506-0124, (Phone) 785-532-6220; (TTY) 785-532-4807. 36570-5/05-1M