

## Students Club

### New Sub-Club Registration Form

Please complete the following by typing or printing clearly. If you need additional space, please follow the same format on a separate sheet of paper.

- **Club Name:** \_\_\_\_\_  
➤ **Date:** \_\_\_\_\_

➤ **Club's Goals and Objectives**

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➤ **List at least four activities the club will organize during the current academic year:**

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➤ **Club Advisor:**

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Phone: \_\_\_\_\_

➤ **Club Representative:**

Name: \_\_\_\_\_

Office Held: Club's Representative

Student's Number: \_\_\_\_\_

Badge Number: \_\_\_\_\_

College : \_\_\_\_\_

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

➤ **Approval:**

**Associate Dean of Student Activities**

**Chairman of Students Club**

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### Member Verification

A registered Sub-club must have a minimum of 25 members' signatures (excluding officer).

1.	Print Name	Signature
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#### Advisor Information

#### Faculty / Staff Advisors for Registered Student Sub-Clubs

Advisors are King Saud bin Abdulaziz University for Health Sciences employees who want to make an additional contribution to the greater University Community. They are central actors and keys to club success. Please submit any advisor changes (update from group and resignation letter from advisor) within ten working days of the University to Student Affairs, College of Medicine.

#### Recommendations

- Express a sincere interest in the group, its mission and in each individual.
- Have the goals or objectives of the group in mind.
- Provide clear expectations by verbalizing exactly what is expected and wanted. Clear up any misconceptions from the beginning.
- Assist members of the group in their growth as individuals while helping the group achieve its goals.
- Have open and honest dialogue and communication.
- Challenge the group to grow and develop.
- Maintain contact with Deanship of Students Affairs and direct students to use our office's resources.

#### ➤ Club's Advisor:

Club Name: \_\_\_\_\_

Name: \_\_\_\_\_

Office Phone: \_\_\_\_\_

Department: \_\_\_\_\_

Email Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### ➤ Additional Advisor (if there is any)

Name: \_\_\_\_\_

Office Phone: \_\_\_\_\_

Department: \_\_\_\_\_

Email Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### ❖ **Advising Tips:**

Every student of the club will differ and may require a different approach by the advisor. Using the following information will serve as a beginning point.

- In the beginning of the advising relationship, agree on clear expectations about the role of the advisor and the role of the student organization. Discuss philosophies and reach a consensus.
- Read the constitution of the group, get to know the members, attend meetings and/or events, and generally make yourself seen so that they know who you are.
- Assist in the establishment of responsibilities for each officer and member.
- Develop a strong relationship with the chairperson. This is important because these students will be your main contact with the group.
- Discuss concerns with an officer's performance in a one-on-one setting. Whenever someone does something extremely well, be sure to let others know.
- Be honest and open with all communication. The students need to feel that you are just in your dealings with them.
- Realize that you have the power of persuasion, but use this judiciously. The students sometimes need to learn how to fail.
- Help them see alternatives and provide an outside perspective.
- Remember: Praise in public, Criticize in private.
- Find a balance between being the strict naysayer and the laissez-faire friend. The students must feel that you are supportive of them and yet you hold them accountable.
- Have fun, this is a learning opportunity for you as much as it is for them.
- Also, remember to utilize the staff in Deanship of Student Affairs as they are a great resource!

### ❖ **ADVISING: DO AND DON'T**

#### **DO**

- Allow others to fail
- Allow others to succeed
- Know your limits
- Know the group's limits
- Read the constitution of the group
- Get to know the members
- Be visible
- Assist in transitioning student organization officers
- Realize that you have the power of persuasion, so use this judiciously
- Help student leaders see alternatives and provide an outside perspective
- Be consistent with your actions
- Keep your sense of humor
- Trust yourself and the group
- Learn when to speak/when not to speak
- Teach the art of leadership
- Service as a resource person
- Provide honest feedback to group members and positive reinforcement for accomplishments
- Challenges members to set high goals, then support them in their efforts
- Be available in emergency situations

- Assist officers with procedural matters
- Represent the group in staff and faculty meetings
- Do suggest program ideas
- Do serve as a role model
- Do advise officers in decision-making matters
- Do provide historical continuity for the organization

## **DON'T**

- Control the group
- Manipulate the group
- Miss too many groups meetings and functions
- Take ownership for the group
- Close communication
- Become a strict naysayer nor a laissez-faire friend
- Be afraid to try new ideas
- Know it all
- Take everything so seriously
- Be the leader
- Say "I told you so..."
- Impose your won bias
- Tell the group what to do

***For any further information, contact:***  
*Studentsclub@ksau-hs.edu.sa*