

Esther Funds Foundation, INC.

Advisor Information Guide

Supporting Collegiate Chapters Through Leadership, Integrity, and Faith



A Letter from the Founder

Shayna Vincent, Executive Director & Founder

Dear Future Advisor,

Thank you so much for taking the time to explore the possibility of becoming a chapter advisor for the Esther Funds Foundation. Your willingness to serve in this capacity could truly change lives — and not just for today, but for generations to come.

The Esther Funds Foundation was born from a desire to ensure no student walks through college alone. As a Christian nonprofit, we are on a mission to prevent college dropouts and provide students with the resources, encouragement, and leadership development they need to succeed. We believe that God has called us to stand in the gap for students who are first-generation, low-income, or facing silent battles that could cause them to leave school before finishing.

Each chapter on a college campus is student-led but deeply strengthened by the presence of an engaged, compassionate, and supportive faculty or staff advisor. That's where you come in. Advisors play a key role in accountability, encouragement, and structure. You are not expected to lead — but to walk beside our students with wisdom, guidance, and integrity.

This Advisor Information Guide is here to help you better understand who we are, what we stand for, and what this partnership looks like. We want to be transparent, helpful, and aligned with your values and time commitments.

We pray this guide serves you well and that, if you feel called, you'll join us in the work of ensuring every future is fulfilled.

With immense gratitude,

Shayna Vincent

Founder & Executive Director

Esther Funds Foundation



About Esther Funds Foundation

Esther Funds Foundation (EFF) is a Christ-centered nonprofit ministry dedicated to preventing college dropouts by providing emergency support, educational resources, and faith-based encouragement to minority, first-generation, and low-income students. Founded on January 23, 2024, by Shayna Vincent, EFF began as a vision in 2023 to break financial and systemic barriers that hinder students from completing their education.

We believe that higher education should not be a privilege but an accessible reality for all students, especially those facing financial hardship and a lack of support. Through advocacy, mentorship, service, and donations, we equip students with the resources they need to persist in their education and graduate.

Our initiatives include emergency support, financial assistance, access to books, groceries, tuition relief, electronic repairs, rent and gas assistance, and mental health resources. Additionally, we are actively establishing collegiate chapters to provide localized support on campuses, ensuring that students receive the help they need to stay in school.

While our primary focus started in Tallahassee, we are expanding throughout the entire United States, working toward a future where higher education completion is the norm, financial barriers are eliminated, and every student has the support, knowledge, and faith to finish what they started.

Mission

We work to prevent college dropouts in the United States by providing emergency support to minority, first-generation, and low-income college students—especially in the South—who face financial and systemic barriers to completing their education. Through advocacy, mentoring, service, and donations, we increase the graduation rate and equip underrepresented college students with the immediate resources, long-term knowledge, and faith-based support they need to persist and graduate.

Vision

We envision a world where minority, first-generation, and low-income students graduate at higher rates, achieve financial stability, and secure equitable representation in every field of the workforce. Our goal is to help 7 million underrepresented college students graduate—gaining the economic and educational knowledge needed to break generational cycles of poverty, empowering them to build a future of success for themselves and those who come after them.

Strategic Pillars

To fulfill our mission, Esther Funds Foundation operates on four key pillars that guide our impact and growth:

1. Collegiate Chapter Expansion

We establish student-led chapters at colleges and universities across the U.S. to provide mentorship, ministry support, and advocacy, ensuring that students have a community that supports them in staying enrolled and completing their education.

2. Scholarships & Donation Assistance

While we are still in the early stages, we provide scholarship opportunities when funds are available and work to connect students with resources through donations and external partnerships.

3. Faith-Based Support & Community

As a Christ-centered ministry, we create spaces for students to grow spiritually, find encouragement, and lean on faith during their academic journey.

4. Future Growth & Advocacy for Systemic Change

We are working toward expanding our impact to provide emergency financial support, educational resources, and advocacy efforts to break down barriers that prevent students from graduating.

Advisor Role & Responsibilities

Advisors play a vital role in ensuring the success, structure, and integrity of each Esther Funds Foundation collegiate chapter. While chapters are student-led, advisors provide necessary support, mentorship, and professional guidance to help students carry out the mission and vision of EFF effectively.

An advisor's presence provides accountability, spiritual alignment, and administrative connection to the university. While this is not a high-demand or time-intensive role, it is deeply important and valued.

Core Responsibilities

Advisors are expected to:

- Provide **mentorship and encouragement** to the executive board, especially the Chapter President.
- Support the **spiritual tone and Christ-centered nature** of the chapter through prayer, guidance, or presence.
- Assist in **upholding the Code of Conduct**, ensuring a safe, ethical, and inclusive environment.
- Attend or review **chapter meeting agendas, minutes, or events** when available.
- Offer insight or redirection if the chapter is navigating a challenge, conflict, or leadership shift.
- **Serve as a liaison** between the university and the national organization, if needed.
- Help the chapter comply with **campus requirements**, such as paperwork or university advisor check-ins.

What Advisors Are Not Responsible For

- Advisors are **not required to plan events**, manage student finances, or run chapter operations.
- Advisors are **not held accountable** for student-led actions but are encouraged to report concerns promptly.
- Advisors are **not expected to lead Bible studies**, though they may attend or support them if desired.

Spiritual Alignment

Esther Funds Foundation is a Christian nonprofit. Advisors do not have to be pastors or theologians, but they should be **comfortable supporting a Christ-centered student organization**. Advisors are encouraged to support the spiritual well-being of students and to help maintain the ministry component of the chapter.

Time Commitment

- **Monthly check-ins** with the chapter president or executive board (via email or in person)
- **Occasional attendance** at chapter meetings or events (if possible)
- **Semester review** or light feedback to help the chapter reflect and grow

This role is designed to be **supportive, not overwhelming**. The goal is to walk alongside student leaders, not to carry their responsibilities.

Advisor Expectations & Support Systems

To maintain the integrity, consistency, and Christ-centered nature of all Esther Funds Foundation chapters, advisors are expected to uphold the following standards, which are also reflected in our National Bylaws and Student Code of Conduct.

Advisor Expectations

- **Model Professionalism:** Represent both the university and Esther Funds Foundation with professionalism in speech, conduct, and presence.
- **Promote Faith-Based Support:** Encourage students spiritually and help protect the chapter's Christian identity.
- **Communicate with Leadership:** Maintain open communication with the Chapter President and/or national headquarters when concerns arise.
- **Monitor Conduct:** Support a culture of honor, integrity, and inclusion. If you become aware of misconduct, hazing, or misrepresentation of the organization, report it immediately.
- **Remain Informed:** Stay updated on chapter activities, even if you cannot attend every meeting or event.

- **Help with University Compliance:** Sign necessary paperwork, attend advisor check-ins (if required by your institution), and help the chapter stay in good standing on campus.

Support Systems for Advisors

Advisors are not alone in this process. Our national headquarters provides ongoing support through:

- **Access to National Leadership:** Advisors can contact EFF headquarters anytime with questions, concerns, or clarification.
- **Chapter Training Materials:** Advisors receive all training materials provided to student leaders.
- **Zoom Check-Ins:** As needed, national leadership may host check-ins or offer office hours for chapter advisors.
- **Policy Documents & Reporting Forms:** Advisors are encouraged to utilize EFF's national Code of Conduct, Conflict of Interest Policy, and Misconduct Reporting Form when necessary.
- **Spiritual Encouragement:** We understand that serving students is both a professional and spiritual act. Our team is here to pray with and support our advisors as needed.

Serving as an advisor isn't about doing more — it's about being present in the right moments, helping student leaders rise in integrity, and ensuring the mission of Esther Funds Foundation is carried out with excellence and accountability.

Chapter Structure & Required Leadership Roles

Chapter Structure Overview

Each Esther Funds Foundation chapter is student-led but organized under a clear and unified structure designed to reflect national standards, ensure faith-based integrity, and maintain consistent impact across campuses.

Every chapter must have the following roles filled to remain active and in compliance with national policy.

Required Executive Board Positions

1. Chapter President

- Oversees all chapter operations
- Serves as the main liaison between the chapter, advisor, and national leadership
- Facilitates meetings, strategic planning, and leadership vision

2. Vice President

- Supports the President and steps in as needed
- Helps with goal-setting, accountability, and chapter development

3. Secretary

- Takes minutes, manages communication, and handles all email correspondence
- Keeps track of forms, member rosters, and meeting agendas

4. Treasurer

- Tracks all financial activity (if applicable to campus)
- Submits financial reports to the advisor and national headquarters (when fundraising occurs)

5. Director of Collegiate Ministry (*Faith-based leadership is mandatory*)

- Leads Bible studies, prayer nights, and spiritual encouragement
- Works closely with the advisor and chapter members to ensure faith is integrated into all aspects of chapter life

6. Community Service Chair

- Plans service projects and resource drives
- Logs service hours and communicates impact to the advisor and national team

7. Public Relations Chair

- Manages social media, marketing, and brand identity

- Promotes events and maintains chapter visibility on campus

Leadership Training

All executive board members are required to complete **National Leadership Training**, which is hosted virtually every May and December. Training covers EFF branding, fundraising, campus engagement, safety, ministry, and crisis response. Advisors are welcomed to attend or observe the training sessions.

Events, Programming & The Advisor's Role

Each Esther Funds Foundation chapter hosts a variety of events, workshops, and ministry moments throughout the academic year. These programs are designed to support the academic success, spiritual growth, and well-being of college students — especially those most at risk of dropping out.

While events are led and organized by the student executive board, advisors are encouraged to remain informed, provide feedback, and support the chapter when possible.

Common Chapter Programs

- **Donation Drives**
Hosting campus-wide drives to collect hygiene products, groceries, school supplies, or clothing for college students in need.
- **Scholarship Nights & Financial Aid Workshops**
Offering space to apply for scholarships together, explore school portals, and receive resume help or financial aid assistance.
- **Faith-Based Gatherings**
Bible studies, prayer nights, and faith-centered discussions led by the Director of Collegiate Ministry. Advisors may attend or support.
- **Academic Resource Events**
Events like “Finals Survival Week,” tutoring tables, or class study groups.
- **Community Service Projects**
Campus or city-based volunteer events that engage students in giving back while logging service hours.

- **Leadership Trainings & Chapter Meetings**

Biweekly or monthly meetings for planning and reflection. These are often led by the Chapter President and can be shared with the advisor.

The Advisor's Role in Programming

As an advisor, you are not expected to plan or lead events. However, your presence, input, and support are deeply appreciated and provide guidance for student leaders.

Ways you might support programming:

- **Attend 1–2 key events per semester** (if schedule allows)
- **Review or offer feedback** on proposed event ideas or schedules
- **Support communication** with campus offices (i.e., event approvals)
- **Ensure safety and accountability** at higher-risk events
- **Pray with or encourage students** before major initiatives

EFF encourages chapters to plan programs that reflect our mission of **faith, retention, equity, and leadership** — and advisors help ensure those values remain at the center of every event.

Code of Conduct Summary

The Esther Funds Foundation holds every chapter, executive board member, general member, and advisor to a national standard of conduct. This Code of Conduct exists to protect the safety, integrity, and mission of the organization.

As an advisor, you are not responsible for policing every activity — but you are expected to support accountability and report any major violations or concerns to EFF Headquarters.

Core Conduct Expectations

All members and leaders of Esther Funds Foundation are expected to:

- **Uphold the mission and values** of the organization at all times
- **Promote an inclusive, respectful, and Christ-centered environment**

- **Avoid profanity, inappropriate conduct, and disrespectful behavior** during all chapter activities, online or in person
- **Avoid the use of drugs, alcohol, or any illegal behavior** during EFF events
- **Follow university and national policies**
- **Refrain from hazing, bullying, or exclusionary practices**
- **Represent the organization professionally on social media**
- **Immediately report any incidents, safety concerns, or violations**

Advisor Role in Conduct Oversight

Advisors are not disciplinarians but are encouraged to:

- Stay informed about chapter climate and conduct
- Address concerns with the Chapter President or executive board first
- Report any unresolved or serious issues directly to national leadership
- Support students in navigating conflict resolution with grace and professionalism

Grounds for Disciplinary Action or Chapter Review

- Hazing, harassment, or discrimination
- Misuse of funds or misrepresentation of EFF
- Operating outside of national branding and values
- Failure to complete required leadership training
- Hostile or unsafe chapter environments

EFF reserves the right to place any chapter or member on probation, suspend events, or revoke chapter status in cases of misconduct or failure to comply with national guidelines.

Conflict of Interest Policy Summary

As a national organization, Esther Funds Foundation maintains a Conflict of Interest Policy to protect the integrity of our chapters, executive boards, advisors, and national leadership. This policy is designed to ensure that no personal, financial, or relational interest interferes with the mission, values, or decision-making within the organization.

All advisors are expected to understand and uphold this policy to maintain transparency, fairness, and accountability at both the chapter and national level.

What is a Conflict of Interest?

A conflict of interest occurs when an individual's personal relationships, financial ties, or external affiliations could compromise — or appear to compromise — their ability to act in the best interest of the organization.

Examples of Conflicts (Advisor Context)

- Serving as an advisor to a chapter where your child or close family member holds a leadership position without disclosure.
- Receiving financial benefit (e.g., contracts, services, donations) in exchange for decisions made on behalf of the chapter.
- Advising multiple student organizations with overlapping missions, particularly if decision-making or resources become blurred.
- Using Esther Funds Foundation's name or branding for outside business or personal endeavors without written approval.

Advisor Expectations

Advisors are expected to:

- **Disclose any potential conflicts of interest** to the Chapter President and national leadership immediately.
- **Avoid favoritism or bias** when making recommendations or offering support to executive board members.

- **Maintain professional boundaries** with students, vendors, or external partners.
- **Never accept gifts, incentives, or compensation** for decisions made in their advisor role.

Reporting and Oversight

If a conflict arises, advisors must report the situation to **info@estherfundsfoundation.org** so that appropriate steps can be taken to protect both the chapter and the advisor.

Conflicts of interest will not always lead to removal, but **failure to disclose** or acting in a way that compromises trust may result in disciplinary action or removal from the advisor position.

The full policy is available on the Esther Funds Foundation website under “Chapter Resources.”

Sample Chapter Calendar

Below is a general example of how a typical semester may be structured for an Esther Funds Foundation chapter. Each campus may adjust based on university schedules, holidays, and student needs — but this template offers a helpful starting point.

Advisors are encouraged to review and offer suggestions on the chapter’s semester calendar at the beginning of each term.

Fall Semester (August–December)

AUGUST

- Interest Meeting
- Executive Board Planning Session
- Chapter Email/Instagram Setup
- Resource Drive Prep

SEPTEMBER

- First General Body Meeting

- Resource Drive (groceries, hygiene items, school supplies)
- Bible Study Kickoff
- Leadership Team Check-In

OCTOBER

- “Secure the Bag” Scholarship Night
- Mid-Semester Prayer Night
- Mental Health or Academic Workshop
- Volunteer Project or Street Cleanup

NOVEMBER

- Thanksgiving Blessings Event (food drive, giveaway, etc.)
- Friendsgiving or Bonding Event
- Royal Court or Recognition Planning (if applicable)

DECEMBER

- Finals Survival Week
- Scripture + Encouragement Bookmark Distribution
- End-of-Semester Reflections
- Service Hour Reports Due
- Leadership Transition Planning (if needed)

Advisor Notes

As an advisor, you’re not expected to attend every event, but your input is highly valued when:

- The chapter is developing its semester calendar
- Hosting high-visibility or collaborative campus events
- Navigating leadership transitions or challenges
- Reflecting on semester outcomes

Your role is to **guide, not govern** — a steady presence that empowers students to lead with excellence, faith, and impact.

University Partnership & Advisor Eligibility

Esther Funds Foundation believes in strong partnerships with each university we serve. Advisors are an essential part of this partnership, ensuring that chapters are not only student-led but also university-aligned and mission-driven.

To maintain professionalism and appropriate boundaries, all chapter advisors must meet the following eligibility standards.

Minimum Eligibility Requirements:

- Must be a **full-time faculty or staff member** at the university or college where the chapter is based.
- Must have worked at the university for **at least 6 months to 1 year prior to advising**.
- Must be in **good professional standing** at their institution.
- Must agree to uphold the mission, values, and Code of Conduct of the Esther Funds Foundation.
- Must be **approved by national leadership** after advisor outreach or student recommendation.

University Liaison Role

Advisors are often the bridge between EFF and the university. In this role, you may:

- Sign university forms or paperwork for club registration
- Attend campus-required advisor trainings or check-ins
- Serve as a point of contact if EFF national staff need to engage with student affairs
- Help the chapter navigate space reservations, funding requests, or university policies

We honor your leadership and recognize that your time is valuable — EFF is committed to keeping advisor expectations respectful and collaborative, not overwhelming.

Advisor FAQs

Frequently Asked Questions

Do I need to be Christian to serve as an advisor?

While we are a Christ-centered ministry and it is highly preferred, we do not require advisors to be of a particular denomination. However, advisors should be comfortable supporting a Christian-based student organization and helping maintain our spiritual culture.

Do I need to attend every meeting or event?

No. We ask that you stay informed, check in with leadership, and attend when possible — but weekly involvement is not required.

What if I don't have experience advising a student organization?

That's perfectly fine! EFF provides training materials, open communication with headquarters, and a clear guide to help you feel supported every step of the way.

What if I notice a problem or concern within the chapter?

Please contact us directly at info@estherfundsfoundation.org or use the confidential advisor reporting form on our website.

Can I step away if needed?

Yes. Advisors may step down with written notice to national leadership. We ask that you help us transition the chapter to another qualified advisor.

Reporting Concerns & Chapter Violations

Advisor Reporting Protocols

If you become aware of misconduct, chapter conflict, safety issues, or student distress, please report it immediately to our national headquarters.

How to Report:

1. **Email:** info@estherfundsfoundation.org

2. **Online Form:** Submit through the “Chapter Resources” section on our website
3. **Emergency Cases:** If urgent, contact campus police or student affairs immediately

What to Report:

- Hazing, bullying, or exclusionary behavior
- Chapter misrepresentation of the EFF brand
- Violations of the Code of Conduct or Conflict of Interest policy
- Unsafe or hostile environments
- Student mental health or academic concerns (with discretion)

We are here to **support students and advisors**, not punish. Every report is handled with grace, confidentiality, and restorative care.

Advisor Support from National Leadership

Ongoing Support for Advisors

At Esther Funds Foundation, we value our advisors as partners in impact. While chapters may change year to year, **our commitment to you remains steady.**

Support You Can Expect:

- **Open communication** with our national team year-round
- **Advising guides** and leadership training materials
- **Optional Zoom check-ins** with other advisors for shared insight
- **Spiritual encouragement**, including prayer, scripture, and devotionals
- **Recognition and appreciation** during our National Leadership Week

You're not alone in this. We're building something bigger than a student org — we're building a movement, and we're honored to have you walking alongside us.

Summary & Next Steps

In Summary

As a chapter advisor, you are a key leader in fulfilling our mission to prevent college dropouts, encourage faith, and equip students for long-term success. You offer wisdom, accountability, and support — and we are deeply grateful for your willingness to serve.

What's Next?

1. Review this entire guide
2. Schedule a brief Zoom call with national leadership (upon request)
3. Confirm with your university that you are eligible to advise
4. Let the chapter president or national office know of your interest
5. Begin collaborating on the chapter's semester calendar and vision

We will walk with you every step of the way. Let's help every future be fulfilled — together.

Contact & Thank You

Thank You

Thank you again for considering this important role. Your leadership, presence, and care can truly shape the lives of students on your campus.

Whether you're guiding a first-generation college student through their first scholarship application or simply praying over the team before a big event, your role matters.

Contact Us

Esther Funds Foundation

Email: info@estherfundsfoundation.org

Website: www.estherfundsfoundation.org

For advisor questions, reporting, or Zoom support contact us!