

Student Organization: _____ Academic Year: _____

Clearly Print Advisor Name

Department

Advisor Title

Office Location

Academic Email

Extension

Role:

An advisor should:

- Facilitate student leaders in managing the university and organizational mission, protocol, policies and procedures.
- Become familiar with university policies and procedures pertinent to student organizations as outlined in the CSUDH Clubs and Resource Guide and with the Student Organization President's Agreement.
 - <https://www.csudh.edu/student-life/student-organizations/>
- Educate the membership on the policies concerning risk management, liability and expected behavior while representing CSUDH.
- Assist student leaders in completing the Facilities / Event Planner Request Form, other campus forms and maintenance of the club's records.
- Mediate conflicts within the group and assist with resolving problems as they arise.

Liability:

- Advisors of recognized student organizations are insured in most cases acting within the scope of his/her office of employment, and covered by University liability as long as University policies and procedures have been adhered. The University expects advisors to inform club officers and members of relevant state laws and university policies and to assume reasonable responsibility to enforce the policies and laws.
- If at any time during an event, the advisor has reason to believe that the safety of the students or advisor is in jeopardy, the advisor has the right to take corrective action and if necessary, cancel the event.
- In the event a student's behavior violates CSUDH student conduct, policies, and state or federal laws, the advisor should write a memorandum about the incident and forward it to the Assistant Dean of Students in the Office of Student Life.

Duties at Events:

- When an advisor signs any form approving an event, they are indicating acceptance for sponsorship of the event and is reasonably informed about all components of the events. Advisors must, as required by OSL at certain events, be on-site during the entire time the event is scheduled.

Length of Assignment:

- Advisor assignments are renewed each academic year and are subject to student organization and campus approval.
- An advisor unable to serve the entire year should notify the Office of Student Life when they decide to no longer serve as an advisor.

ADVISOR CERTIFICATION:

I hereby certify that I have read and understand the policies and requirements to serve as an advisor. In addition, I have met with the officers of this student organization and am familiar with the student organization's purpose. I will serve as their advisor for the current academic year. I will contact the Office of Student Life when questions and concerns arise.

_____ *I verify that I am not currently employed through Foundation (51% of salary or greater) or Auxiliary (Executive Order 1068) (Advisor Initial)*

Advisor Signature

Date

SUPERVISOR / DEPARTMENT CHAIR INFORMATION:

Clearly Print Supervisor/Chair Name

Academic Department

Supervisor/Chair Title

Office Location

Academic Email

Academic Year

Supervisor/Chair Approval Signature

Date