

## Student Organization Advisor Registration

The Office of Student Activities requires Registered Student Organizations/Clubs to have at least one advisor. The primary advisor must be a full time employee. If the student club/organization has a Co-advisor, it is important to communicate the advisor and co-advisor roles clearly with the student club/organization and with the Student Activities Coordinator.

### Primary Advisor:

\_\_\_\_\_

I currently serve as a full-time:  Faculty  Staff

Title: \_\_\_\_\_

Title: \_\_\_\_\_

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

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

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

### Co-Advisor (Optional):

\_\_\_\_\_

I currently serve as: (full-time not required for Co-Advisor)

Faculty  Staff

Title: \_\_\_\_\_

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

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

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

### Responsibilities of the Advisor & Co-Advisor

- Encourage students to assume leadership positions.
- Provide guidance and support to the student club/organization members, officers, and overall mission.
- Follow policies and procedures set in the Student Organizations Manual.
- Supervise all organizational meetings/activities or appoint official designee in absence of advisor. If any activity is held off-campus, an advisor must be present.
- Help the group evaluate its programs in relation to its purpose and objectives.

**I acknowledge that I am advising this organization on a voluntary basis. I have read the above list and fully understand the scope of my responsibilities. I agree to follow policies and procedures governing Registered Student Clubs/Organizations, as set in the Student Organizations Manual.**

**I have agreed to serve in the capacity of advisor for the \_\_\_\_\_ academic year.**

\_\_\_\_\_  
Primary Advisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Advisor Signature

\_\_\_\_\_  
Date