

Subject: Advising Student Organizations
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1. Advisors for Student Organizations

To encourage positive interaction between both teaching and administrative staff and students involved in student organizations, every student organization is required to have an advisor. The advisor must be selected from full-time faculty or administrative staff members at USCB. The Director of Student Life will (upon request) assist organizations in securing advisors. The Director of Student Life will also assist advisors with questions concerning their organizations.

2. Procedure For Appointment

- a) The signature of a full-time faculty or staff member must be secured on a new organization's application to receive recognition, to signify his/her willingness to serve as advisor to that organization.
- b) The Director of Student Development will officially appoint each advisor to the position by a letter.
- c) Should an advisor step down from his or her position at any time during the year, the Director of Student Life should be contacted immediately, and a replacement acquired within three weeks.

2. Procedure for Advising

- a) Become familiar with and understand relevant University policies and procedures.
- b) Act within the scope of your authority.
- c) Act in an advisory capacity, as opposed to a direct relationship in the organization. The following educational functions are cited as examples:

- * Providing the officers with the elements of good organizational practice
- * Teaching the techniques and responsibilities of leadership and following
- * Teaching the principles of effective group operations
- * Keep the group focused on its goals
- * Developing self-discipline and responsibility in the group
- * Stimulating and initiating activity.
- * Be available to the officers and members to share ideas about organization affairs.
- * Meet with the officers of the group to discuss the progress and direction of the

group.

*attend as many meetings and functions as possible.

*Advise and consult with the organization and its officers in its financial affairs to see that the proper budgets are formulated and that the proper distribution of and accounting for funds of the organization are maintained. For non-funded organizations, provide financial and budgetary advice.

* Approve/co-approve off-campus activities in which students represent the organization, such as meetings, conventions, etc.

*sign or co-sign appropriate University forms, such as those for use of campus facilities, purchase orders, travel requests, or the registration of visiting speakers or lectures.

*Serve until a successor is appointed, if for any reason it is impossible to continue as advisor to the organization.

* Contact the director of Student Life when questions or problems arise.