



2019-2020

Student Organization Advisor Agreement Form

All recognized student organizations are required to have an Official Advisor of Record. Any full-time permanent member of the Millersville University faculty, staff or administration, is eligible to serve as the Official Advisor of Record to the organization.

The work of the Advisor is important to the success of our Millersville University student clubs and organizations. Your ability to mentor, interject when needed, praise, and assist your group members as they provide student engagement opportunities for the greater Millersville University community is a vital role that significantly increases the overall effectiveness of our clubs.

We genuinely appreciate your willingness to take on this important faculty/staff Advisor role, and understanding the expectations and responsibilities listed below will greatly enhance your overall effectiveness.

Advisor Expectations:

- A. Serve in a voluntary capacity to the organization and provide guidance, direction, advice, and continuity to both the members and officers of the club
- B. Explain and clarify University policies and procedures, as well as any applicable federal, state, or local laws and ordinances that may apply to the club
- C. Remain informed of and occasionally attend the meetings, events, and programs of the organization throughout the academic year
- D. Review and understand the Event Policies and Procedures Guidelines administered by the CSIL, including the Event Registration Form on Get Involved
- E. Work collaboratively with the Center for Student Involvement and Leadership (CSIL) event team on organization events that may be deemed high-risk, which may include meeting with student leaders to review, assess, and mitigate event risks
- F. Utilize the CSIL staff for support, troubleshooting, guidance, and available resources when needed
- G. Be familiar with national structure and services (if relevant)
- H. Meets with leaders and officers to discuss upcoming meetings, programs, long range plans, goals, and problem solving as frequently as possible
- I. Help to organize fair elections of officers based on the constitution and bylaws of the organization
- J. Assist with the officer transitions and new officer training to provide guidance and continuity

- K. Review, understand, and sign all club financial transactions (Ex: Form 1 sheets from the SSI Banking Office)
- L. Be available to members requiring assistance or counsel and refer those students to appropriate staff members and/or University offices as needed
- M. Ensure that the club completes the Activate Your Org 2019-2010 process by the deadline of September 15, 2019 if they want to be an active organization for the 2019-2020 academic year.
- N. Provide guidance to members who might be struggling academically and share information concerning academic support systems in place at Millersville University
- O. Assist in establishing procedures for discipline and provide counsel to officers in making sure that student removal from the group for just cause complies with the process as outlined in the constitution and by-laws of the organization
- P. Report to the Behavior Intervention Team (BIT) any student who may display disruptive or threatening behaviors that potentially impede their own or other's ability to function successfully or safely.
<https://www.millersville.edu/safetyandsecurity/threatassessment.php>
- Q. Understand that faculty/staff advisors to student organizations are University officials that qualify as Campus Security Authorities (CSA) and must understand and comply with the Department of Education's Clery Act found in the *Handbook for Campus Safety and Security Reporting* (2011), <http://www2.ed.gov/admins/lead/safety/handbook.pdf> page 74-75

Volunteer Advisors

Every organization must have an advisor who is a member of the Millersville University faculty, staff, or administration to serve as the Official Advisor of Record. However, there are some organizations that may require the addition of a Volunteer Advisor (e.g. coaches, campus ministers, fraternity/sorority alumni advisors, etc.) in order to remain in compliance with national, regional, or local standards.

Organizations that have volunteer advisors can benefit from their guidance, training, and leadership. Volunteer Advisors can assist with the development of the organization and help to maintain and support the purpose and mission of the organization while advancing the experiential learning goals of the university. Please note, Volunteer Advisors are NOT university personnel, and as such *cannot* sign club or university documents or serve as the Official Advisor of Record.

If your organization is interested in having a Volunteer Advisor, in addition to the Official Advisor of Record, contact the Center for Student Involvement & Leadership for details.

Thank you for your service

We know that students learn a lot about themselves and others by participating in the co-curricular experiences here at Millersville University. In many cases, loyal and committed advisors like yourself are the one constant, the one person who has the "treasure chest" of knowledge that, when shared with each incoming group of student club and organizational leaders, will ensure their overall success.

Thank you again for agreeing to serve as one of our proud faculty/staff advisors for the 175+ student clubs and organizations on the campus. We look forward to a fantastic 2019-2020 Academic Year!

Organization: _____

Advisor Name: _____

Campus Department: _____

Campus E-mail Address: _____

Phone Number: _____

I hereby agree to serve as an advisor to the above named club during the 2019-2020 academic year. If I am no longer interested in serving as an advisor, I must submit an email to the club leadership and carbon copy the Center for Student Involvement & Leadership.

Advisor Signature: _____ **Date** _____