**Student Organization Advisors**

All recognized student organizations are required to have an advisor. Any member of the faculty, staff or administration, is eligible to serve as an official advisor of record to the organization.

The advisor of a student organization shall maintain a liaison relationship with the CSIL Office. Every academic year an Advisor Agreement Form must be submitted to confirm or update the advisor status and ensure basic communication between club leadership and the advisor.

**The Advisor is available to:**

1. Provide continuity in the organization’s programs;
2. Assist the organization in formulating long-range goals and in planning and initiating short-term projects;
3. Be present at organization-sponsored events when necessary;
4. Promote student awareness of, and adherence to policies governing student organizations;
5. Serve as a resource person for alternative solutions to problems confronting the organization;
6. Assist in evaluating organization projects, performance, and progress; and
7. Make suggestions that will permit the officers to improve leadership skills.

**How does the Advisor support the club/organization?**

It is important that advisors understand the expectations involved before making a commitment to the organization that they plan on advising. Those expectations include:

1. The advisor serves in a voluntary capacity to the student organization and provides guidance, direction, advice, and continuity to both the members and officers of the organization.
2. The advisor should be informed of what the organization is doing and invited to attend meetings and organization activities.
3. Goals and ideas for the group should be discussed with the advisor.
4. Assist with officer transition and new officer training where appropriate and able.
5. Be familiar with national structure and services (if relevant).
6. Explain and clarify university policies and procedures that apply to the organization.
7. Maintain an awareness of the activities and programs sponsored by the organization.
8. Maintain contact with the Center for Student Involvement & Leadership.
9. Meet with leaders and officers to discuss upcoming meetings, programs, long range plans, goals and problem solving as frequently as possible.
10. Review and sign all club financial transactions.

**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 require the addition of a Volunteer Advisor (i.e. Coaches, campus ministers, Greek 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.

Three background clearance checks are required of anyone interested in volunteering their time and talent with our students. Before you can volunteer at Millersville University, you need to complete three background clearance checks as required by Pennsylvania law:

1. Act 34 (Criminal Record Check)
2. Act 151 (Child Abuse History Clearance)
3. Act 114 (FBI Federal Criminal History-Fingerprinting)

Given the length of time required for these checks it is important you promptly follow the steps provided [here](http://www.millersville.edu/hr/employment/forms/Background%20Checks/Instructionsforvolunteersonbackgroundchecks-8-4-15.pdf).

**Expectations for Club Leadership and Advisor Relationships:**

In order for the advisor to serve effectively, the club leadership must also meet certain responsibilities. Millersville University expects student officers to consistently support the success of faculty advisors with the following expectations:

1. Keep the advisor informed as to all organizational activities, meeting times, locations, and agendas.
2. Meet regularly with the advisor and discuss all plans and concerns.
3. Develop and use good records and sound financial procedures.
4. Provide minutes of meetings as well as other materials that are sent to members and the organization.
5. To make no commitments for the advisor without his/her consent.
6. NOTE: An organization must not assume an advisor will continue to serve as an advisor for the succeeding year unless the advisor has agreed to this.

**CSIL Staff**

CSIL staff provides direct logistic and program support to all recognized and registered student clubs. CSIL staff is responsible for guiding student club leaders through the MU processes, procedures, and policies related to the events/ programming initiatives that clubs are interested in hosting.

Clubs are assigned a CSIL Staff Advisor during the New Club recognition and registration period to assist with navigating the new club process.

How can the CSIL Staff assist your programming efforts?

1. Serve as a point of contact for SMC and University services and resources.
2. Support Club officer transition and new officer training where appropriate and able.
3. Provide liaison support for partnerships with national structure and services (if relevant).
4. Clarification of University policies and procedures that apply to the organization.
5. Liaison with MU for activities and programs sponsored by the organization.
6. Logistic support for leaders and officers for development & club longevity
7. Support conflict resolution through the outline of appropriate behavior on the part of the members.
8. Work with Judicial affairs to adjudicate club violations of the student code of conduct and recommend possible consequences of unacceptable behavior.

**Resignation/Removal of an Advisor**

Most advisors serve in that role voluntarily. Advisors, no longer interested in serving in that capacity must submit a letter in writing to their organizations leadership and carbon copy the Center for Student Involvement & Leadership.

Organizations wishing to identify a new Advisor must do so in writing. A letter of notification to their Advisor and a carbon copy to the Center for Student Involvement & leadership is required. However, prior to this final action, it is recommended that club leadership discuss this action with both the Advisor and CSIL in order to ensure that potential concerns are heard and addressed.

If a student organization has the resignation/removal of their advisor, a CSIL Staff advisor may serve as the primary advisor for a period, not exceeding one calendar year, while the organization searches for a new advisor.