

GFC Registered Student Organization



Advisor Agreement Form

This form must be completed and returned to the Office of Student Engagement (RM: 1107) at least annually, or when an advisor change occurs during the academic year.

- ☐ New Student Organization
- ☐ Student Organization Update

Full Organization Name	
Acronym	
Faculty/Staff Advisor Name	
On campus phone Extension	
Email	
Supervisor Name	

Please review the following expectations for Student Organization Advisors

- ☐ Assist students in developing strategies and goals that provide for member ownership, feedback and involvement.
- ☐ Be aware of the student organization's constitution, bylaws, and policies, and assist the group in updating these documents and setting goals when necessary.
- ☐ Assist the student organization in program development and planning, including assisting organization in managing liability and risk.
- ☐ Encourage the organizational leadership to attend leadership development opportunities.
- ☐ Encourage the officers and individual members to preserve the continuity of the group by keeping records to document the group's history and providing transition activities for new officers.
- ☐ Encourage students to understand and apply democratic principles, including recognition of minority opinions and rights.
- ☐ Attend as many organizations and events as possible.
- ☐ Be familiar with and articulate campus policies and procedures.

(Refer to the Student Organization Handbook on the GFCMSU.EDU/Office of Student Engagement website or obtain a copy from the O.S.E. for further information.)

- ☐ Be a facilitator among both officers and between officers and members.
- ☐ Be familiar with the national organization structure and services, if relevant.

- ☐ Be a resource for students especially in regard to understanding Campus policies, regulations, and services.
- ☐ Consult with other campus departments when problems arise with the student organization.

Additionally, as a Faculty/Staff Advisor to a registered student organization, you have been identified as a Campus Security Authority under federal regulations established through the Clery Act, Violence Against Women Act, and Title IX.

- ☐ As a Campus Security Authority, you are required to complete a campus training regarding your responsibilities in this role.
- ☐ The online CSA Training must be completed in its entirety and will be documented by the Chief Student Affairs Officer
- ☐ Failure to complete, or any opposition to complete, the required CSA Training will result in the advisor being removed from their position. The organization will then be responsible for finding a replacement advisor.

I have read and understand the expectations placed on me as a faculty/staff advisor by the Office of Student Engagement. Additionally, I agree to serve in the capacity of a Campus Security Authority, which requires the completion of the campus training made available through the Chief Student Affairs Office.

Faculty/Staff Advisor Signature

Date

Updated 9/25