Student Organization Advisor Information

To be recognized by Student Activities & Greek Affairs, Registered Student Organizations (RSO) & Sponsored Student Organizations (SSO) are required to have an advisor who is a full-time faculty/staff member of the University.

The following information below can be found in the student organization handbook:

**Advisor Qualifications:**
Advisors must be full-time faculty/staff members of the University. When choosing an advisor, make sure to select someone who will devote time and energy to the organization, be an active participant, and, when possible, have a connection and/or expertise related to the mission and purpose of the organization.

**Advisor Expectations:**
Advisors are to serve as role models and as resources to their student organizations. Their role is to help facilitate the growth and development of students by challenging, supporting, and guiding them throughout their involvement in their organization. Additionally, advisors are to provide advice and counsel by sharing expertise, insights, and ideas, and make recommendations when appropriate to help the organization reach its goals.

It is important to note that there are many ways to advise, and some advisors may choose to be more hands-on than others. SAGA requests that when deciding to serve as an advisor, one should be an active participant and strong resource for the student organization.
**Advisor Responsibilities:**

- **Complete the Advisor Agreement Form during the student organization annual registration**
- Read and understand University policies relevant to organizations and communicate these to the organization leadership.
- Discuss and establish expectations of both the advisor and the student organization membership.
- Supervise the organization’s planning and events to make every effort to ensure that these activities are in line with all University policies, as well as federal, state, and local laws.
- Assist in student organization leadership transition following student organization elections.
- Provide advice and counsel by sharing expertise, insights, and ideas, and making recommendations when appropriate to help the organization reach its goals.
- Take an active part in helping the student organization form bylaws, guiding principles, and/or constitutional updates.
- Meet regularly with the organization’s president to discuss organizational matters and to relay and update information.
- Review any student-created designs to be used on any organization merchandise.
- Be abreast of all paid and unpaid contracts for performance or service agreements; ensure that such agreements are getting proper review and signature. **Please note, Advisors must never sign contracts.**
- Be aware of important deadlines and paperwork that the organization needs to turn in to Student Activities & Greek Affairs.
- Assist in the planning and implementation of events held by the organization.
- Be visible – make a strong effort to attend events and meetings hosted by the organization.
- Serve as a liaison to connect the organization with campus and community resources.
• **Refrain from filling out documents and forms that are expected to be completed by student members.** Please utilize these opportunities as leadership development and teachable moments for our students.

• Assist in the development of leadership skills among members by guiding issues regarding time management, budgeting, and assertiveness. Encourage all members of the organization to be involved.

• Nominate qualifying student leaders and the student organization for various recognition awards.

• Work with students to help them discover their strengths and talents and find ways to put those talents into action.

• Provide continuity and stability over time and help the organization communicate consistent goals and organizational values.

• Assist new officers to build on the history and develop long-term plans for the future of the organization. For a comprehensive list of advisor resources please visit the SAGA website.

• Provide and maintain up-to-date contact information to SAGA and within LUCommunity – including phone numbers/office extension, and email.