

CCRI Group Advisor Annual Agreement to Serve

Group Name: _____

Student involvement in campus groups provides an opportunity for students to develop leadership and organizational skills. This involvement also complements their educational objectives with important out-of-class activities. Advisors help by providing continuity, facilitating growth and serving as a guide. These are important and vital services to a successful student group.

All recognized student groups must have a full-time faculty or staff member serve as their advisor, Advisors are selected by their group, and approved by Student Life. Advisors are volunteers who serve in a critical capacity. The advisor acts as an "agent" of the college and carry some legal and fiduciary responsibilities.

An Advisor's Responsibilities to the College:

1. Attend mandatory trainings each year. Only trained advisors will be allowed to serve.
2. Be familiar with College OSL procedures and the groups constitution.
3. Advisors are considered a campus security authority (CSA) under the federal Clery Act and a responsible person under the federal Violence Against Women Act (VAWA).

An Advisor's Responsibilities to the Group:

1. Advise the student group on college policy including educating the members and assisting them in their work within the college structure.
2. Provide direction and assist officers in managing the group's budget, e.g. approving all expenditures
3. Assist with planning and implementation of group's events and activities and the use of college facilities for those programs.
4. Attend student group meetings and be present at events and activities.
5. Assist the student group in setting realistic goals and objectives and then keeping the group focused on them.

I have read and understand the above information. I accept the responsibilities stated above as well as other responsibilities that my group's constitution may call for. I am willing and able to serve as advisor to the group listed above.

Advisor's Printed Name: _____

Advisor's Signature: _____

OSL Signature: _____

Date received: _____