

**ADVISOR ACCEPTANCE  
FOR  
REGISTERED STUDENT ORGANIZATION**

**ROLE OF THE COLLEGE ADVISOR**

**PURPOSE:**

The basic function of the advisor is to advise and to provide a working relationship between the Center and the organization. According to Clovis Community College policy, all student organizations must have an advisor who is employed as part or full time faculty or staff by Clovis Community College in order to receive recognition for the organization. The advisor serves as a resource person and consultant to the group; his/her mature judgment is invaluable to a student organization. The advisor helps the group to achieve its purpose and become familiar with Clovis Community College's policies affecting such organization.

The advisor is responsible for his or her own actions in the performance of the advisor role. He/She is expected to take reasonable and prudent actions in promoting and protecting a sound environment for the organization and its members. The choice of the advisor and the acceptance to serve as an advisor represents a voluntary association, the nature of which will depend primarily on the group and the advisor.

**The Advisor's Responsibilities:**

- To be informed concerning the purposes and the programs of the organization they agree to sponsor.
- To be informed concerning Clovis Community College policies and procedures governing student activities and student organizations.
- To see that the officers of the organization are aware of these policies and procedures.
- To encourage the members of the organization to assume responsibility for the organization; and to ensure the effectiveness of the program.
- To attend the meetings of the organization and to help provide continuity for the program. To provide advice and counsel regarding the proper procedures and the desire to avoid conduct which would bring discredit to the organization or Clovis Community College.
- To provide continuity during periods of transitions and from year to year.
- To encourage and maintain an on campus program and to be aware of contractual and/or legal obligations arising out of programs and activities held off campus.

**Liability of Advisors**

Voluntary advisors to recognized organizations are not usually directly responsible for the activities of the group. Advisors are accepting risk of being included in third party complaints against the organization and for their own actions.

## **Duties of Advisors at Events**

The members of the sponsoring organization are responsible for the smooth operation of a function. Advisors are not supposed to serve as “police” but should make helpful suggestions regarding neglected areas and unwise practices. It is particularly important that advisors be available and prepared to assist in any emergency situation which might arise at an open public event.

When an advisor signs a requisition for an event, he/she is indicating acceptance for sponsorship of the event and a willingness to be reasonably informed on the activities planned.

Advisors are encouraged to be present during the entire time for which the event is scheduled.

## **Organization’s Responsibility to the Advisor**

- To keep the advisor informed concerning the overall program of the organization.
- To notify the advisor well in advance of the schedule of meetings and events.
- To give the advisor an opportunity to express an opinion on issues which affect the welfare of the organization and the prestige of Clovis Community College.

I, \_\_\_\_\_, HAVE READ, UNDERSTAND, AND ACCEPT  
(Advisor’s Name – Please Print)

THE ROLE OF ADVISOR TO THE APPLICANT ORGANIZATION,

\_\_\_\_\_  
(Club Name – Please Print)

\_\_\_\_\_  
Advisor’s Signature

\_\_\_\_\_  
Campus Phone #

\_\_\_\_\_  
Date