

Advisor Training

for Student Organizations



Sponsored by:
Office of Student Activities & Leadership
(OSAL)

Advisor Expectations

- Assist students in developing strategies and goals that provide for membership ownership, feedback and involvement.
- **Assist the student organization in:**
 - Program development and planning
 - Managing liability and risk
- **Be aware of student organization:**
 - Constitution
 - Bylaws
 - Policies
 - Assist the group in updating important documents and setting goals.

Advisor Expectations

- **Financial Responsibility for Student Organization:**

- **ADVISORS MUST KEEP SIGNATURE UP TO DATE with the Accounts Payable Office.**
 - Email Address: AP@regent.edu
 - All signatures must be completed in person at the Accounts Payable Office located in the Admin Building 140.
 - If a new advisor is selected, they must get signing approval from Amber Steele and follow the above process.
- Hold signing authority for **ALL** spending of organization funds, including signing off on student organization expense reports and check requests.
- For ALL Student Org Balance Information, please contact Heather Dowling.
 - Email Address: heatdow@regent.edu

Advisor Expectations

- **Financial Responsibility for Student Organization:**

- With Check Request, students need the following:
 - Form filled out correctly
 - Coding (Student Org Cost Code)
 - **W9- IF A NEW VENDOR**
 - All Invoices and/or documentation of expense (which includes to who payable & where it should be mailed) associated with Request
 - Advisor signature and approval
- With Expense Reports, students need the following:
 - Form filled out correctly
 - Coding (Student Org Cost Code)
 - All Receipts associated with Expense Report
 - Advisor signature and approval

****Remember, it is your student organizations responsibility to be good stewards- shop around and spend wisely****

To access the Expense Report or Check Request, (<https://www.regent.edu/business-office/>) Both forms are located at the bottom of the page, under Accounts Payable, Online Forms.

Advisor Expectations

- **Encourage the Student Organization:**

- To attend leadership development opportunities sponsored by OSAL.
- Inspire the officers and individual members to preserve the continuity of the group by keeping records to document the group's history and providing activities for new officers.
- Help students to understand and apply democratic principles, including recognition of minority opinions and rights.
- Help foster community, Christian values, and the mission of Regent with the Student Organization.

Advisor Expectations

- **Student Organization Event Request Process**

- When completing event requests on behalf of your student org, please use the online applications. This can be found on [OSAL's webpage](#)
 - The direct links are:
 - [On-campus application](#)
 - [Off-campus application](#)
- When completing event requests in non-advisor capacities (for your department or school), please use [Ad Astra](#).

Advisor Expectations

- Be familiar with and articulate campus policies and procedures.
 - Refer to Student Organization Handbook, (<https://www.regent.edu/admin/stusrv/docs/StudentHandbook.pdf>)
 - Be a resource for students with regards to understanding University Policies, Regulations and Services.
- Attend as many student organization events as possible.
 - It is the responsibility of student organization presidents and faculty advisors to ensure each org member has viewed Event Leadership Training, (www.regent.edu/studentorgs), before engaging in event coordination efforts with Admin Services, Laura Ivey.

Advisor Expectations

- Be a facilitator among both officers and between officers & members.
- Be familiar with the national organization structure and services, if relevant.
- Consult with other University departments when problems arise for the student organization.

Campus Security Authority (CSA)

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

- As a CSA, you should review the online guidance regarding your responsibilities in this role.
- This link can be found at: <http://www.regent.edu/app/uploads/2020/Clery-Act-Overview-Guidance-for-CSAs.pdf>
- Contact Amber Steele, Assistant Dean of Student Services Asteele@regent.edu for any Title IX questions or concerns.

OSAL Contact Info

Director of Student Activities & Leadership – Jennifer Gribble

- Email Address: jgribble@regent.edu
- Office Number: ext. 4968

I appreciate you taking on an important role to ensure our Regent University Student Organizations have a resource and guide to help run their organization!