Advisor Training
for Student Organizations

Sponsored by:
Office of Student Activities & Leadership (OSAL)
• 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.
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
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/](https://www.regent.edu/business-office/) Both forms are located at the bottom of the page, under Accounts Payable, Online Forms.
• **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.
• **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](#).
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.
• 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.
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.
- Contact Amber Steele, Assistant Dean of Student Services [Asteele@regent.edu](mailto:Asteele@regent.edu) for any Title IX questions or concerns.
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!