

# 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](mailto: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](mailto: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.



# 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](http://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>



# OSAL Contact Info

## **Director of Student Activities & Leadership – Amber Steele**

- Email Address: [asteele@regent.edu](mailto:asteele@regent.edu)
- Office Number: ext. 4928

## **Assistant Director of Student Life – Jennifer Gribble**

- Email Address: [jgribble@regent.edu](mailto:jgribble@regent.edu)
- Office Number: ext. 4968

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