California State University, Bakersfield  
Office of Student Involvement  
Advisor Acknowledgment of Risk and Assumption of Responsibility

Each officially recognized chartered student organization must have a university advisor who is a full-time faculty or staff member. The California Code of Regulations, Title 5, Article 2, Functions of Auxiliary Organizations and Requirement for Written Agreements, Section 42500 does not list club advisement as an appropriate function for auxiliary organizations; therefore, advisors should not be selected from such organizations.

Role
1. Help students develop meaningful programs consistent with the organization’s purpose and goals that support the University mission.
2. Encourage students to develop initiative, responsibility, and positive group interactions.
3. Mediate conflicts within the group and assist with resolving problems as they arise.
4. Be aware and knowledgeable of the club’s programs, activities, and events. Provide direction and guidance as outlined in the Scheduling University Facilities for Non-Instructional Events (SUFNIE) Policy and Procedures.

Responsibilities
1. Attend and provide adequate supervision at events as the listed on-site contact as stated on any Facility Use Application for events and activities sponsored by the organization. This duty may be shared with a designated representative (faculty or professional staff).
2. Supervise financial transactions, the handling of club funds, and financial record keeping. Expenditures cannot be made without approval from the advisor.
3. Become familiar with university policies and procedures pertinent to student organizations as outlined in Runner Source and on the CSUB Policy and Procedures website.
4. Inform the membership of the policies concerning risk management, liability and expected behavior while representing CSUB.
5. Assist student leaders in completing necessary campus use forms and maintenance of the organization’s records.
6. Inform the Office of Student Involvement and Leadership when there is a change in an advisor’s status.
7. Sign and submit an annual Advisor’s Acknowledgement of Risk and Assumption of Responsibility Form.

Liability
Advisors of recognized student organizations are insured in most cases acting within the scope of his/her office of employment, and covered by university liability as long as university policies and procedures have been followed. The university expects advisors to inform club officers and members of relevant state laws and university policies and to assume reasonable responsibility to enforce the policies and laws.
Replacement
Occasionally an advisor to a student organization does not meet the expectations of the organization or fails to fulfill the responsibilities of an advisor. If a student organization feels that their advisor is ineffective, the club president should contact the Office of Student Involvement and Leadership to discuss the problems or issues involving their advisor. A staff member will discuss the situation with the club president. As a follow-up on expressed concerns, a central file will be maintained that documents all remedial efforts and corrective actions. If a student organization and their advisor are unable to resolve the issue(s) of an ineffective advisor, the student organization’s constitution stipulates that they can vote to remove that advisor. In addition, if any university official determines that an advisor is ineffective, the advisor will be removed from his/her duties.

Duties 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 to the community event. When an advisor signs, or permits a designee to sign 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 or their designee as stated on the Facility Use Application must be on-site during the entire time the event is scheduled.

Length of Assignment
Advisors assume their role for one academic year. Advisor continuity is desirable. However, advisor assignments are renewed each academic year and are subject to student organization and campus approval.

Resignation
A retiring advisor should notify the Office of Student Involvement and Leadership when he/she decides to no longer serve as an advisor. The Office of Student Involvement and Leadership is available to assist any organization or advisor in identifying a new advisor.

I have read and understand the responsibilities of accepting the position of Advisor to a recognized student organization. If for some reason I am unable to fulfill my responsibilities and commitment to the organization listed below, I will immediately contact the Office of Student Involvement and Leadership at (661)654-3091.

Academic Year: 2015-2016

Name of Student Organization: ______________________________________________________

Agreed to by Advisor: _____________________________________________________________
(Print Name)

__________________________
(Signature)

__________________________
(Date)