


# Campus Life Advisor Recognition Form 2019-2020 **DRAFT**

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## Advisor Acceptance Letter

Letter of Position: CCL Organization Advisor

Congratulations on agreeing to serve as an advisor for a Center for Campus Life recognized Club/Student Organization for the 2019-2020 academic year. You are undertaking a valuable responsibility in promoting the role student organizations can play in developing student skills and confidence. Serving as an advisor to a student organization provides opportunities to:

- ~motivate and challenge students;
- ~better know and understand students outside the classroom;
- ~see students successfully apply skills learned in the classroom;
- ~meet and work with leaders from the community and our campus in planning student programs;
- ~meet professionally and socially with other instructors involved in similar activities; and
- ~work with students from diverse backgrounds.

A recognized student organization is any student club, club sport, acapella group, or fraternity and sorority which has been officially recognized by the Center for Campus Life. Student organizations may exist on campus without official recognition but will not be eligible for Center for Campus Life recognition benefits or considered a subsidy of RIT. Recognized student organizations must be open and available to any RIT student. RIT does not discriminate. RIT promotes and values diversity within co-curricular engagement and provides equal opportunity to all qualified individuals regardless of race, color, creed, age, marital status, sex, gender, religion, sexual orientation, gender identity, gender expression, national origin, veteran status, or disability.

The organization you are advising is considered an affiliated of the Center for Campus Life and you will be expected to advise your organization's programs and/or activities accordingly. The organization constitution and bylaws, Club Handbook, FSL Guidelines (as appropriate), the Student Code of Conduct, and the RIT Policies and Procedures are a few of the resources which define appropriate organization conduct.

Your Role: the role of a student organization advisor is a complex one. Advisors work with students who possess unique personalities from a variety of cultural backgrounds and help those students come together to form a cohesive group. An advisor can be a counselor, teacher, coordinator, supervisor, elevator, resource person, and public relations agent. An enthusiastic, organized, and well-informed advisor is essential to a successful student organization. The tasks involved in advising a student organization are diverse. To effectively advise an organization, you may want to:

- make a commitment to the organization for a certain period of time each week;
- familiarize yourself with the goals, procedures, and school policies pertaining to student organizations;

- encourage and stimulate the involvement of all students;
- assist students in developing an understanding of group process and leadership skills;
- assist students in setting goals and developing plans for achieving those goals;
- encourage teamwork and cooperation among members;
- ensure that members contributions and accomplishments are recognized.

**Full Name \***

**Email Address (RIT Email required) \***

**Phone Number \***

**Are you... \***

- An RIT Faculty Member
- An RIT Staff Member

**RIT Department (if applicable)**

- What type of organization are you advising? \***
- Club or Organization
- Fraternity or Sorority
- Club Sport

## Advisor Responsibilities

Your Responsibilities: It is a compliment to be asked to serve as an advisor. It is also a significant responsibility because the advisor is acting on behalf of the University in the event of an accident, injury, or disciplinary situation. To serve the students well requires time and energy. Advisors must be available on campus to lend assistance and attend functions of the organization.

Advisors are expected to:

1. Be thoroughly familiar with the nature and objectives of the organization.
2. Read the Center for Campus Life Club Handbook and be familiar with the policies and procedures associated with the center.
3. Attend meetings as available.
4. Assure sound financial and business practices that comply with state and university policies regarding the expenditure of organization funds.
5. Monitor good record keeping of all events, meetings, and plans. Any activity involving the exchange of money is particularly important and must meet university requirements for accountability and state auditing.
6. Attend trips and major events or make arrangements for staff attendance if you are unable to participate.
7. Be a resource person for the organization. Serve as a liaison with other campus offices and staff.

I have read my responsibility and understand my role as an advisor. Please type name to confirm. \*

## Organization

How many student organizations do you advise? \*

Please select the organization you are associated with. \*

If you advise multiple organizations (club/club sport/ fraternity or sorority), please select which one(s).

## FRATERNITY & SORORITY ADVISORS ONLY

The following titles and descriptions are used by the Center for Campus Life - Fraternity and Sorority Life.

1. Alumni/Chapter - an alumnus member of the organizations who serve as the liaison between the chapter and the inter/national org. \*
2. Alumni Relations - an alumnus member of the organization who assists the chapter in connecting with their alumni/ae.
3. Campus/Faculty - a permanent full-time RIT employee who serves as a liaison between the chapter and RIT. \*
4. Community Service - either an RIT employee or an alumnus who assists the chapter with community service/philanthropy.
5. Finance - either an RIT employee or an alumnus who assists the chapter treasurer in overseeing the chapter's finances.
6. Housing - either an RIT employee or an alumnus who assists the chapter with the management of their chapter house or residence hall.
7. Judicial - either an RIT employee or an alumnus who assists the chapter with their standards/conduct board and is aware of RIT policies.
8. Membership - either an RIT employee or an alumnus who assists the chapter with the

membership of the chapter.

9. Recruitment - either an RIT employee or an alumnus who assists the chapter with recruitment.

10. Risk Management - either an RIT employee or an alumnus who assists the chapter with risk management.

11. Ritual - an alumnus of the organization who assists the chapter with ritual.

12. Scholarship - either an RIT employee or an alumnus who serves to enhance the academic endeavors of the chapter.

13. Social - either an RIT employee or an alumnus who assists the chapter with social programs.

All chapters are required to have a minimum of two advisors\* - a campus/faculty advisor and an alumni/chapter advisor are required.

**Please select the role you will be holding this term.**

## Expectations

Our Expectations:

As an organization advisor and representative of the University, it is the expectation that you will:

1. Attend and assist with, as available, programs and activities sponsored by the organization.
2. Encourage members to participate in Campus Life hosted program (All Clubs Meeting, FSL Guideline Review, Title IX Training).
3. Develop a positive, collaborative working relationship with the Center for Campus Life staff.
4. Conduct yourself professionally and model effective leadership behaviors.
5. Maintain confidentiality of student records in accordance with RIT Policy;
6. Comply with University rules and regulations;
7. Comply with state ethics rules and regulations.

Congratulations, once again, on accepting a role as a Center for Campus Life Student Organization Advisor and thank you for your dedication!

**I have read and understood the expectations from the Center for Campus Life. \***

