



OFFICE OF STUDENT LIFE

Registered Student Organization (RSO) Advisor Agreement Form

RSO Name

Academic Semester

As president of the above registered student organization (RSO) at ASU-Beebe, I verify that _____ has been approved, by the procedures outlined in our constitution or bylaws, to serve as our RSO Advisor.

RSO President Name (Print)

Signature & Date

All recognized student organizations are required to have an Official Advisor of Record. Any full-time permanent member of the ASU-Beebe faculty, staff or administration, is eligible to serve as the Official Advisor of Record to the organization.

The work of the Advisor is important to the success of our ASU-Beebe student clubs and organizations. Your ability to mentor, interject when needed, praise, and assist your group members as they provide student engagement opportunities for the greater ASU-Beebe community is a vital role that significantly increases the overall effectiveness of our clubs.

We genuinely appreciate your willingness to take on this important faculty/staff Advisor role, and understanding the expectations and responsibilities listed below will greatly enhance your overall effectiveness.

Advisor Expectations:

- A. Serve in a voluntary capacity to the organization and provide guidance, direction, advice, and continuity to both the members and officers of the club .
- B. Explain and clarify College policies and procedures, as well as any applicable federal, state, or local laws and ordinances that may apply to the club.
- C. Remain informed of and occasionally attend the meetings, events, and programs of the organization throughout the academic year.
- D. Review and understand the Event Policies and Procedures Guidelines administered by the Office of Student Life, included in the RSO Handbook.
- E. Work collaboratively with the Office of Student Life event team on organization events that may be deemed high-risk, which may include meeting with student leaders to review, assess, and mitigate event risks.
- F. Utilize the Office of Student Life staff for support, troubleshooting, guidance, and available resources when needed
- G. Be familiar with national structure and services (if relevant).

- G. Meets with leaders and officers to discuss upcoming meetings, programs, long range plans, goals, and problem solving as frequently as possible.
- H. Help to organize fair elections of officers based on the constitution and bylaws of the organization.
- I. Assist with the officer transitions and new officer training to provide guidance and continuity.
- J. Review, understand, and sign all RSO financial transactions (Ex: Form 1 from the Business Office).
- K. Be available to members requiring assistance or counsel and refer those students to appropriate staff members and/or College offices as needed.
- L. Ensure that the RSO completes the annual RSO renewal process..
- M. Provide guidance to members who might be struggling academically and share information concerning academic support systems in place at ASU-Beebe
- N. Assist in establishing procedures for discipline and provide counsel to officers in making sure that student removal from the group for just cause complies with the process as outlined in the constitution and by-laws of the organization
- O. Report to the Dean of Students any student who may display disruptive or threatening behaviors that potentially impede their own or other's ability to function successfully or safely. <https://www.asub.edu/student-life/incident-report-form.aspx>
- P. Understand that faculty/staff advisors to student organizations are College officials that qualify as Campus Security Authorities (CSA) and must understand and comply with the Department of Education's Clery Act found in the ASU System Staff Handbook.

Volunteer Advisors

Every organization must have an advisor who is a member of the ASU-Beebe faculty, staff, or administration to serve as the Official Advisor of Record. However, there are some organizations that may require the addition of a Volunteer Advisor (e.g. coaches, campus ministers, fraternity/sorority alumni advisors, etc.) in order to remain in compliance with national, regional, or local standards. Please note, Volunteer Advisors are NOT College personnel, and as such cannot sign club or university documents or serve as the Official Advisor of Record. If your organization is interested in having a Volunteer Advisor, in addition to the Official Advisor of Record, contact the Office of Student Life for details.

I hereby agree to serve as an advisor to the above-named RSO during the _____ academic year. If I am no longer interested in serving as an advisor, I must submit an email to the club leadership and carbon copy the Dean of Students.

Advisor Name (Print)

Signature & Date

Supervisor/ Dean Name (Print)

Signature & Date