

## APPENDIX 2



Dear Student Organization Advisor,

The Student Organization Resource Center (SORC) appreciates your commitment to serve as an advisor to a registered student organization at Arizona State University. The advisor plays an integral role in helping student leaders create an environment within their organizations that is productive, safe, enjoyable, and educational.

To adjust to the changing dynamic of higher education, and to advance a proactive risk management strategy at Arizona State University, the Division of Student Affairs has adopted the following model:

### The Facilitator Model: A Guiding Philosophy of Shared Responsibility

*As facilitators, advisors work with students to make intelligent, fair, and reasonable choices within the boundaries established by state, federal, and local laws, University policies, and the educational mission of Arizona State University. Universities should strive to facilitate the coordination of organization events and help student leaders take corrective actions and proactive steps to minimize accidental injury and loss.*

*A facilitator institution seeks to balance the rights and responsibilities; it is neither extremely authoritarian nor overly solicitous of student freedom.*

Adapted from The Rights and Responsibilities of the Modern University: Who Assumes the Risks of College? Robert Bickel and Peter Lake

To this end, the SORC believes it is important to provide clear guidance and support regarding the expected role you will play as a *facilitator advisor*.

### **As an advisor you agree:**

- That you are a full-time employee (faculty or staff) at Arizona State University and that you will notify SORC immediately if your employment status changes.
- To assist your student organization in developing realistic goals for the academic year. This will contribute to the educational and personal development of the students involved.
- To be familiar with the student organization's constitution and all other governing documents, so that you may advise effectively.
- To attend executive office and general meetings regularly.
- To attend organization events when possible.
- To receive and review monthly financial reports from the organization's treasurer.

## APPENDIX 2

- To encourage the officers of the organization to share information with the general membership.
- To assist in the orientation of new members and with the transition process each year.
- To be familiar with the Arizona Board of Regents *Student Code of Conduct* and other institutional guidelines that establish expectations for student behavior and activities.
- To guide the group and its officers to established policies, answer policy questions, and explain the consequences for choosing to operate outside their parameters.

The SORC will continue to be a resource for you as an advisor in a variety of capacities. In an effort to provide enhanced resources and guidance for advisors, the SORC and Student Risk Management have introduced the Advisor Development Series. Topics addressed in these sessions include event planning, travel, and fundraising, and organizational development. In addition, the SORC will also provide advisors with relevant articles, newsletters, and professional development opportunities throughout the year. For more information about these resources, please visit: <http://www.asu.edu/clubs>

**By signing this agreement letter you have affirmed that you have read and understand the 2005 – 2006 advisor roles, and that you are willing to serve as an advisor to the student organization named below.** If you have any questions regarding the information presented in this document, please contact the Student Organization Resource Center at 480-965-9665.

\_\_\_\_\_  
Name of Organization

\_\_\_\_\_  
Organization President Signature

\_\_\_\_\_  
Advisor Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date