



Office of Student Life
AND Cultural Centers

Advisor Guide

Introduction

Since its inception, Cal Poly Pomona has recognized the significant learning that takes place outside the formal classroom. Each year over 200 faculty and staff volunteer to serve as advisors for clubs and organizations. Advisors are a valuable partner in the personal development of the students involved. Their most important contribution is advising about organizational effectiveness, finances, communication, interpersonal effectiveness, and personal growth. It is through the aid of the advisors that individual students develop their true potential as leaders.

This guide has been assembled by the Office of Student Life and Cultural Centers to answer the questions most commonly asked by advisors. For additional information, please contact the Office of Student Life and Cultural Centers at (909) 869-2841.

Advisor Eligibility Requirements

Potential Advisors must meet the following requirements to be eligible to serve as an advisor:

- Nominated by the club/organization
- Employee of the University; employees of Associated Students Inc. are not eligible to serve as Advisors.
- At least 21 years old
- Not on leave-of-absence during any part of the year
- Approved by his/her immediate supervisor or Department Chair
- Appointed by the Director of the Office of Student Life and Cultural Centers

Advisor Responsibilities

In order for advisors to make a strong commitment to the group and to aid in the personal growth of the individuals in that group, advisors are expected to:

Assist with the Annual Registration

- All student organizations must register with the Office of Student Life on an annual basis.
- The annual deadline to register a student organization is October 16.
- Advisors should inform new student leaders of the annual registration process.

Initiate Communication with Student Leaders

- Request to be included on all of the organizations' official correspondence, including emails.
- Request the following information from the student leaders:
 1. Contact information: names, email addresses, phone numbers
 2. Schedules of key officers.
 3. Meeting schedules (including agendas) in advance of the meetings.
 4. Reports of minutes and events hosted by the student organization.
- Maintain open and honest relationships with members about your expectations of them, and your availability to assist them.

Conduct Grade Checks

- All executive officers (President, Vice President, Secretary, & Treasurer) must maintain a 2.0 minimum overall GPA, and a 2.0 minimum quarterly GPA, in accordance with Executive Order 1006.
- All officers must maintain a minimum of 9 quarter units at Cal Poly Pomona every quarter that the office is held (excluding the Summer Quarter); graduate students must maintain 4 units.

- Ensure that student officers meet all officer eligibility requirements. Check GPA and unit load of all officers quarterly and assist individuals with academic progress. You may do so by requesting unofficial transcript printouts from your executive officers on a quarterly basis.

Attend Meetings and Select Events

- Attend as many of the group's meetings and other functions as possible. When the advisor cannot attend a meeting, a sincere effort to determine what occurred should be made.
- Attend **All** events where it is determined that PUBLIC SAFETY staffing is necessary. The advisor must be in attendance throughout the event and the event is subject to closure if the advisor is absent.
- It is the responsibility for the student officers to take into consideration the advisor's schedule when planning activities. Groups which schedule a full slate of activities may want to consider having more than one advisor.

Interpret Policies

- Assist students in interpreting various University policies, rules and regulations. However, the role of an advisor is not one of "policy officer".
- If club / organization officers choose to act contrary to the advice of the advisor, the advisor should contact the Office of Student Life and Cultural Centers for consultation.

Serve as Authorized Signer

- Serve as an authorized signer for the appropriate financial expenditures of the club. Thoroughly read and understand all budget proposals and event proposals submitted for advisor approval.
- Serve as an authorized signer for scheduling events.

Advisor Liability

Entering into an agreement to serve as an advisor should not be taken lightly, as advisors share some liability for the actions of the group. However, a well-informed advisor who is involved with the group should have no undue concern for possible legal action. An advisor should be aware of the planned activities of the group to ensure that they are acting in accordance with appropriate laws, policies, and procedures. If the advisor informs the Office of Student Life and Cultural Centers when the club fails to heed his or her advice regarding activities not in accordance with policy, she or he is even more protected from possible legal action.

It is important to note that the Advisor's signature on budget requests and campus space reservations constitutes the Advisor's approval of the expense or activity. Advisors are not required to sign any such requests.

Advisors who fulfill their duties in a non-negligent manner are indemnified by the State of California for their actions. That is, if legal action is taken against a group and its advisor, the CSU Office of General Council or the Attorney General of the State of California will defend the advisor at no cost to the advisor and any financial judgment (except punitive damages) will be paid by the State.

Campus Policies

There are various policies that impact the work of student organizations. As the advisor to the organization, it is crucial that you make the student leaders aware of these policies and help them to work within these parameters. Visit the Advisor Resources website (www.dsa.csupomona.edu/osl/advisors.asp) to find the following policies:

CSU Executive Order 1006

- Withholding and withdrawing recognition of student organizations
- Minimum number of students required for club recognition
- Minimum requirements for officers
- Advisor eligibility requirements
- Alcohol policies and prevention
- Off campus events
- Issues of risk and liability

CSU Executive Order 1041

- Activity Release Form, to be used for all student travel
- Requirements for domestic air travel
- Requirements for international travel
- Requirements for chartering buses for student travel

Standards for Student Conduct: Title 5, Section 41301

- Unacceptable student behavior
- Use of computers, facilities, and resources
- Hazing

Policy on Alcohol & Other Drugs

- Authorized sale & distribution of alcohol, on and off campus
- Possession or use of illegal drugs
- Sponsoring of activities and events by alcohol beverage manufacturers or distributors
- The marketing of alcoholic beverages on campus

Travel Liability Waiver Form

- Students traveling as representatives of the university or student organization should complete a travel waiver form
- A sample can be found on the Advisor Resources website

I & IT System Administrator Policy

- Advisors serve as System Administrators for club websites and email accounts
- This policy can be found online at <http://www.csupomona.edu/~iit/policies/use.shtml>

Posting and chalking policy

- Who can post what, where, and for how long
- Who can chalk, and where

Food policy

- The Environmental Health and Safety (EHS) Department's food-handling policy must be adhered to for all student organization sponsored events
- The food event process and application can be found online at <http://www.csupomona.edu/~ehs/Location.htm>

Advisor Resources

The Office of Student Life and Cultural Centers staff will assist Advisors with the following:

- Consultation on legal issues, group conflicts, and individual student concerns.
- Access to its Leadership Library of various books, video and audio resources.
- Archives of past charters and contact information of past club/organization leaders.
- University flyer posting and chalking policies.

Please Visit the Advisor Resources website to review current university policies and other resources:

www.dsa.csupomona.edu/osl/advisors.asp



ADVISOR APPLICATION
California State Polytechnic University, Pomona



The organization, advisor nominee, Dean and immediate supervisor below, request approval of this appointment by the Director of the Office of Student Life & Cultural Centers.

CLUB/ORGANIZATION RECOMMENDATIONS		
	(Print full name of Club/Organization)	
Recommends		
	(Print Name of First Advisor Nominee)	
Recommends		
	(Print Name of Second Advisor Nominee)	
	(Print Name of Club/Organization President)	(Signature of Club/Organization President) (Date)

FIRST ADVISOR ACCEPTANCE OF NOMINATION		
I am requesting appointment as faculty/staff advisor of the above club/organization. I am familiar with and will carry out the responsibilities of this organization as a faculty/staff advisor (Advisor responsibilities are outlined in the Advisor's Guide which can be viewed at http://www.dsa.csupomona.edu/osl/advisors.asp). I request approval by my Department Chair and/or immediate supervisor.		
<input type="checkbox"/> I am familiar with EO 1006. My initials on this line and my signature on this form acknowledge that I understand Executive Order 1006 and have reviewed the CPP alcohol policy available on the Advisor Resources website, listed above.		
(Signature of Advisor Nominee)	(Title)	(Date)
(Department/College)	(Office Bldg.-Room)	(Office ext.)
(Email Address)	(Home Phone Number)	

DEAN, DEPARTMENT CHAIR/IMMEDIATE SUPERVISOR APPROVAL			
I am in agreement with and give my approval for the above faculty/staff appointment. I further certify that this faculty/staff member is an employee of the university, 21 years of age or older, and not on leave of absence during the term of this appointment.			
(Signature of Dean/Department Chair/Direct Supervisor)	(Print Name)	(Title)	(Date)

SECOND ADVISOR ACCEPTANCE OF NOMINATION		
I am requesting appointment as secondary faculty/staff advisor of the above club/organization. I am familiar with and will carry out the responsibilities of this organization as a faculty/staff advisor (Advisor responsibilities are outlined in the Advisor's Guide which can be viewed at http://www.dsa.csupomona.edu/osl/advisors.asp). I request approval by my Department Chair and/or immediate supervisor.		
<input type="checkbox"/> I am familiar with EO 1006. My initials on this line and my signature on this form acknowledge that I understand Executive Order 1006 and have reviewed the CPP alcohol policy available on the Advisor Resources website, listed above.		
(Signature of Advisor Nominee)	(Title)	(Date)
(Department/College)	(Office Bldg.-Room)	(Office ext.)
(Email Address)	(Home Phone Number)	

DEAN, DEPARTMENT CHAIR/IMMEDIATE SUPERVISOR APPROVAL			
I am in agreement with and give my approval for the above faculty/staff appointment. I further certify that this faculty/staff member is an employee of the university, 21 years of age or older, and not on leave of absence during the term of this appointment.			
(Signature of Dean/Department Chair/Direct Supervisor)	(Print Name)	(Title)	(Date)