

Office of Student Clubs and Organizations



Favrot Student Union, 218 •318.274.3334 (O) •318.274.3351 (F)

Advisors are essential to the success of student organizations at Grambling State University (GSU). All organizations are required to have a faculty or staff advisor who is a full time employee at GSU. The advisor agrees to assist the organization, to provide educational experiences for the members, and be familiar with its programs and activities. An advisor is a consultant to an organization who assists in the growth and development of the group by providing direction through advice, understanding and clarification.

The advisor to a student organization accepts the responsibility of encouraging the organization to adhere to its aims and purposes in accordance with University policy and regulations.

Advisors:

1. Are expected to be present all of the organization's functions during the entire period of the activity.
2. Must attend at least one of the advisor training workshops offered by OSCO (TBA; office will notify).
3. Must be involved with the group's activities to assist the group in evaluating progress toward reaching desired goals. This assures open communication with various officers and members and can effectively guide the organization in fulfilling its purpose.
4. Should be familiar with the organization's constitution and bylaws to assist with its interpretation. Assistance should be provided in orienting new officers and promoting leadership development.
5. Should assist with the transition of officers and year to year changes (for continuity).
6. Should know the goals of the organization, and how to efficiently facilitate the achievement of these goals while abiding by University policies and procedures.
7. Should be acquainted with the financial condition of the organization and promote efficient record keeping by all officers.
8. Advisors should assure that all student organization funds are deposited in an on campus account.
9. Must sign all requisitions presented for processing.
10. Should oversee the planning of all activities/functions to ensure optimal success for the organization and its members. Further, an evaluation measure should be employed for each activity or function of the group's activities in such a manner that they will reflect the best experience possible for the students and the University.
11. Must attend OSCO orientation/registration held in August and January.
12. Must ensure that all organizations comply with federal, state, parish and municipal laws.
13. Must assist the officers in enforcing sanctions for any violations according to the organizations' bylaws and constitution.
14. Should be aware of the policies and procedures in all University handbooks.
15. Must bring any violations to in item 11 to the attention of the Office of Student Clubs and Organizations.

By signing this agreement, the GSU faculty or staff member certifies that he or she will fulfill the duties of a registered student organization to the best of his /her ability; and, he/she has read, understands and agrees to act in accordance with University policies and procedures.

Organization _____ Advisor Name: _____

Department _____ Office Phone X _____ Campus Address _____

Signature _____