

# Regent University Registered Student Organization Faculty/Staff Agreement Form

This form must be completed and electronically submitted to [studentengagement@regent.edu](mailto:studentengagement@regent.edu) by September 18 each year, when an advisor change occurs during the academic year, or when a new student organization is created.

New Student Organization

Full-Time Faculty/Staff

Student Organization Update

Part-Time Faculty/Staff (must have supervisor approval)

Full Organization Name: \_\_\_\_\_

Acronym: \_\_\_\_\_

Faculty/Staff Advisor Name: \_\_\_\_\_

Cell #: \_\_\_\_\_

On-campus Phone: \_\_\_\_\_ Email: \_\_\_\_\_@regent.edu

F/S Supervisor Name: \_\_\_\_\_ Email: \_\_\_\_\_@regent.edu

Please review the following expectations for Student Organization Advisors:

- Assist students in developing strategies and goals that provide for member ownership, feedback and involvement.
- Hold signing authority for spending of organization funds, keep signature card up to date with the Accounts Payable Office, [AP@regent.edu](mailto:AP@regent.edu).
- Be aware of the student organization's constitution, bylaws, and policies, and assist the group in updating these documents and setting goals when necessary.
- Assist the student organization in program development and planning, including assisting organization in managing liability and risk.
- Encourage the organizational leadership to attend leadership development opportunities sponsored by Student Engagement.
- Encourage the officers and individual members to preserve the continuity of the group by keeping records to document the group's history and providing transition activities for new officers.
- Encourage students to understand and apply democratic principles, including recognition of minority opinions and rights.
- Help foster community, Christian values, and the mission of Regent within the Student Organization.
- Attend as many organizational events as possible.
- Be familiar with and articulate campus policies and procedures. (Refer to the Student Organization Handbook on the Student Engagement website for further information.)
- Be a facilitator among both officers and between officers and members.
- Be familiar with the national organization structure and services, if relevant.
- Be a resource for students especially in regard to understanding University policies, regulations, and services.
- Consult with other University departments when problems arise with the student organization.

Additionally, as a Faculty/Staff Advisor to a registered student organization, you have been identified as a Campus Security Authority (CSA) under federal regulations established through the Clery Act, the Violence Against Women Act, and Title IX.

- As a Campus Security Authority (CSA), you should review the online guidance regarding your responsibilities in this role.
- This link can be found at: <https://www.regent.edu/app/uploads/2020/01/Clery-Act-Overview-Guidance-for-CSAs.pdf>.

I have read and understand the expectations placed on me as a faculty/staff advisor by the Office of Student Activities & Leadership. Additionally, I agree to the serve in the capacity of a Campus Security Authority and I have reviewed the responsibilities of being a CSA.

By checking the box, I acknowledge I have read and understand the Advisor Training sent by Jennifer Gribble. Training can be found at: <https://cdn.regent.edu/wp-content/uploads/2023/05/Regent-University-Student-Organizations-Advisor-Training-Presentation.pdf>

\_\_\_\_\_  
Faculty/Staff Advisor Signature

\_\_\_\_\_  
Date