



## **Student Organization Advisor Certification**

All Student Organizations are required to have at least one (1) on-campus advisor who is a full-time employee of Southern University and A&M College. The advisor must be knowledgeable of the nature of organization they are requested to assist with. If one or more organization chooses the same advisor, the organization(s) may be asked to reassign its advisory duties should any impediments arise. It is the responsibility of the advisor to:

1. Provide continuity with the past activities of the organization.
2. Facilitate the development of the organization and its members by providing opportunities to develop individual skills (assertiveness, time management, budgeting) and group skills problem solving, conflict resolution, decision making).
3. Provide assistance, ideas, and expertise with tasks to be accomplished by organization – planning a program, running a meeting, holding an election, and publicizing an activity.
4. Provide knowledge of university policies and procedures that affect the organization.

### **ADVISOR INFORMATION**

Name of Advisor: \_\_\_\_\_

Email Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Campus Address: \_\_\_\_\_ Campus Department: \_\_\_\_\_

### **CERTIFICATION**

I certify that I hold a full 9 month faculty or 12 month staff position at Southern University and A&M College. By signing, I agree that I am aware of the responsibilities related to advising a student organization and understand and agree to meet the following responsibilities:

1. To be responsibly informed concerning the purposes and programs of the organization;
2. To be reasonably informed concerning University policies and procedures governing student activities and student organizations;
3. To attend and supervise, any event at which my presence is required, or find an appropriate substitute from amongst Southern University employees;
4. To frequently attend the meetings of the organizations
5. To require the organization to complete a program assessment form after each event that is to be turned into the Office of Student Organizations & Campus Involvement within 7 days of occurrence;
6. To encourage members of the organization to assume responsibility for the effectiveness of their programs;
7. To provide advice on the planning and implementation of events and activities;
8. To provide continuity for the organization from year to year;
9. To be willing as an advisor to accept telephone message or correspondence via University email regarding activities or announcements that should be conveyed to officers.

Chapter Advisor	Signature	Date
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Coordinator of Student Organizations	Signature	Date
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Dean of Students	Signature	Date
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