Instructionally Related Activities

Administered by: Associated Students Incorporated, 3801 West Temple Avenue #35, Pomona, CA 91768

IRA Advisor Guide

Introduction

Since its inception, Cal Poly Pomona has recognized the significant learning that takes place outside the formal classroom.

Faculty and staff who serve as advisors for IRA organizations should be aware of the following responsibilities.

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:

- Maintain open and honest relationships with members
- Ensure that students meet all applicable eligibility requirements.
- Attend as many of the group's meetings and other functions as possible. Groups which schedule a full slate of activities may want to consider having more than one advisor.
- Attend all events or designated a representative where it is determined that PUBLIC SAFETY staffing is necessary. The advisor / designee must be in attendance throughout the event and the event is subject to closure if the advisor / designee is absent.
- Assist participants in following applicable University policies, rules and regulations including those for travel and off campus events. If the organization members choose to act contrary to the applicable rules and regulations, the advisor should notify the appropriate party.
- Serve as an authorized signer for the appropriate financial expenditures of the group.
- Assist with the annual Budgeting process.
- Follow IRA Financial Guidelines.
- Follow University Guidelines for travel with students as outlined on http://www.csupomona.edu/~fas/travel.html

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.

Advisor Eligibility Requirements

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

1. Employee of the University. Employees of Associated Students Inc. are not eligible to serve as Advisors.
2. Must identify a second advisor if they are on leave of absence during any part of the year.
3. Approved by his/her immediate Supervisor or Department Chair.
4. Approved by Dean and/or Division Head.

CalPolyPomona

Instructionally Related Activities

Administered by: Associated Students Incorporated, 3801 West Temple Avenue #35, Pomona, CA 91768

ADVISOR APPOINTMENT

____
Group Name

____
Fiscal Year

ORIGINAL SIGNATURES MUST BE OBTAINED

FIRST ADVISOR APPOINTMENT REQUEST

I am requesting appointment as faculty/staff advisor of the above IRA organization. I am familiar with and will carry out the responsibilities of organization faculty/staff advisor. I request approval by my Department Chair and/or immediate supervisor.

(Advisor Nominee – Print Name)	(Advisor Nominee Signature)	(Title)	(Date)

(Department / College)	(Office Bldg. – Room)	(Office Ext)

(Email address)

SECOND ADVISOR APPOINTMENT REQUEST (Optional)

I am requesting appointment as faculty/staff advisor of the above IRA organization. I am familiar with and will carry out the responsibilities of organization faculty/staff advisor. I request approval by my Department Chair and/or immediate supervisor.

(Advisor Nominee – Print Name)	(Advisor Nominee Signature)	(Title)	(Date)

(Department / College)	(Office Bldg. – Room)	(Office Ext)

(Email address)

DEAN, DEPARTMENT CHAIR / IMMEDIATE SUPERVISOR

I am in agreement with and give my approval for the above faculty/staff appointment. Both signatures are required.

(Department Chair or Head – Print Name)	(Department Chair or Head – Signature)	(Title)	(Date)
(College Dean or Division Head – Print Name)	(College Dean or Division Head – Signature)	(Title)	(Date)