Advisor Guide

Introduction

Since its inception, Cal Poly Pomona has recognized the significant learning that takes place outside the formal classroom. Each year, approximately 300 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 Student Engagement, Leadership, and Success (SELS) answer questions most commonly asked by advisors. For additional information, please contact Student Engagement, Leadership, and Success at (909) 869-2841.

Advisor Eligibility Requirements

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

- Selected by a club/organization
- Part-time or full-time employee of the University. Employees of Foundation and 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 their immediate supervisor, Dean, or Department Chair

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 Student Engagement, Leadership, and Success office on an annual basis.
- There are two registration periods each academic year: Fall and Spring
- The club/organization President, Treasurer, and Scheduler, must attend a Club & Organization Registration and Education (CORE), as well as completion of an on-line component for Treasurers and Presidents.
- Advisors should inform new student leaders of the annual registration process.

Initiate Communication with Student Leaders
- Request to be included on all of the organization's official correspondence.
- Request the following information from the student leaders:
  1. Contact information: names, email addresses, phone numbers, or other means of communication.
  2. Descriptions of Eboard positions, and names of students filling them.
  3. Schedules of key officers.
  4. Meeting schedules (including agendas) in advance of the meetings.
  5. Report 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.

Attend Meetings and Select Events
- Attend as many of the group's meetings and other events as possible. When the advisor cannot attend a meeting, a sincere effort to determine what occurred should be made.
- Attend events that Public Safety recommends. The advisor should be in attendance throughout such events.
- 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.
- If club/organization officers choose to act contrary to the advice of the advisor, the advisor should contact the Student Engagement, Leadership, and Success 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 signature.
- Serve as an authorized signer for event scheduling, travel, and budget proposals and expenditures.
- There are designated "universal signers" in SELS, authorized to sign documents for clubs/organizations, in your absence (budget and travel requests are the exceptions, and must be signed by the advisor). We will make efforts to communicate with you, whenever a universal signature is requested.

Campus Policies

There are various policies that impact the work of student clubs and organizations. As the advisor, it is crucial that you make the student leaders aware of these policies and help them to work within these parameters. This list is not exhaustive; visit the Advisor Resources website (cpp.edu/sels/for-students/clubs-orgs-content/advisors.shtml) to learn more about these, and other, policies:

CSU Executive Order 1097
Prohibited Conduct. The CSU prohibits:
- Discrimination, including Harassment, because of any Protected Status: i.e., Age, Disability, Gender, Genetic Information, Gender Identity or Expression, Nationality, Marital Status, Race or Ethnicity, Religion, Sexual Orientation, and Veteran or Military Status;
- Retaliation for exercising rights under this policy, opposing Discrimination or Harassment because of a Protected Status, or for participating in any manner in any related investigation or proceeding;
- Dating and Domestic Violence, and Stalking;
- Sexual Misconduct of any kind, which includes sexual activity engaged in without Affirmative Consent; and,
- Employees from entering into a consensual relationship with any Student over whom s/he exercises direct or otherwise significant academic, administrative, supervisory, evaluative, counseling, or extracurricular authority.

CSU Executive Order 1068
- Non-discrimination policy and verification
- Club open to all currently enrolled students
- Some exceptions apply to:
  - Gender limitations imposed on social fraternities/sororities and living groups
  - Honor societies with a national GPA requirement
- 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 student organization should complete a travel waiver form
- A sample can be found on the Advisor Resources website

IT System Administrator
- Advisors serve as System Administrators for club websites and email accounts
- This policy can be found online at https://www.cpp.edu/~it/policies-procedures-guidelines/index.shtml.

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

Food Serving Procedures
- 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 https://www.cpp.edu/ehs/public-health-program/temporary-food-facility-permits.shtml

Additional Resources

The Student Engagement, Leadership, and Success staff will assist advisors with the following:

- Consultation on policies, procedures, group conflicts and individual student concerns
- Access to workshops and chats which address Account Finance, Event Scheduling, and Registration

Please visit the [Advisor Resources](#) website to review current university policies and other resources.