

Procedure Manual



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Procedures for Student Organization Advisors

Student organization advisors must be approved by the director/coordinator of student life and the immediate supervisor. Advisors may only advise one registered student organization unless permission is given by the Associate Vice President for Student Life & Ombudsperson. Student organization advisors are responsible for:

- Regularly attending executive board meetings, regularly scheduled general membership meetings, and club activities or assigning a representative to attend as needed.
- Providing guidance to the student organization for developing and facilitating programs
- Advising the club treasurer in all financial matters and assisting College officials as necessary in resolving financial issues
- Advising the membership for the development and amendments to the constitution and insuring the membership's adherence to same
- Administering and accounting in a timely manner for travel and travel funds in accordance with College Policy and Procedure 6Hx2-6.21 – Traveling and Travel Expenses
- The advisor or designee approved by the Director of Student Life on the campus/center may be required to attend a student organization event, at the discretion of the Director of Student Life on the campus/center, as a pre-condition for approval of the event
- The advisor or designee approved by the director/coordinator of student life on the campus/center must accompany students on overnight travel that is funded by the College.

Student Organization Travel Request

Student organization travel must be requested and coordinated by the advisor to the student organization. Student organization and advisor travel shall be approved and conducted in accordance with College Policy 6Hx2-6.21.

- Student travel can only be requested by active student organizations registered with the campus office of Student Life.
- Only students in good academic standing are eligible for such travel.
- Advisors of current student organizations may apply for funding from the appropriate campus/center student life office.
 - Appropriate travel request forms may be obtained from the campus/center Student Life office
 - Travel requests must be submitted by the appropriate deadlines established by the campus/center Student Life Director
 - Forms must be accompanied by a conference agenda and a written proposal from the advisor describing the educational components of the trip and how they support the mission of the student organization and the college strategic plan
 - Travel may include local conferences, state conferences, and national conferences. International student conferences will not be considered.
 - Student Organization travel requests must be approved by the campus/center Student Life Director.

Recommending Officer's Signature <i>Marielena P. DeSanctis Ph. D.</i>	Date: 10/9/17	President's Signature <i>J. David Anthony Jr.</i>	Date: 10/9/17
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- Not all requests will be granted, decisions will be based on, but not limited to, the following:
 - Strength of proposal
 - Budget availability
 - Groups presenting and/or receiving awards
- Student traveler funding will be limited to up to 4 students unless otherwise approved by the appropriate Student Life Director.
- Students receiving Student Life funding for travel must conform to the same GPA requirements as officers of student organizations as indicated in the Student Life Policy.
- Student travelers must be accompanied by a faculty or staff member. The dean of students on the campus may waive this standard in unusual circumstances.
- If feasible, at least two students of the same gender must share the same room when travel involves overnight absence from the College. Travelers are also expected to use the most efficient and economical means of travel.
- The advisor or his/her designee shall be responsible for administering and accounting for travel funds and completing all required forms. Advanced funds for travel may be requested by completing a *Request for Advanced Funds* form at least 30 days prior to leaving. The payee will be notified when travel has been approved.

Use of College Vehicles

Use of College owned and rented vehicles are subject to the policies and procedures regarding the Use of College Vehicles, 6Hx2-7.07 and A6Hx2-7.07. College owned or rented vehicles cannot be used for personal use, such as transporting family members, friends, etc.

Recommending Officer's Signature <i>Marielena P. DeSanctis Ph. D.</i>	Date: 10/9/17	President's Signature <i>J. David Anthony Jr.</i>	Date: 10/9/17
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