

## ADVISORS POLICY STATEMENT

All campus organizations must have an advisor who is a full-time Chipola employee and be approved by the President of the College.

The role of the organization's advisor is a most important one. It is imperative that the advisor attend meetings regularly, work with members of the group to develop an efficient and effective organization and ensure that college policies and procedures are followed. The advisor must be both accessible and interested and must provide whatever counsel or advice the group and its officers might seek from them. Reminder: All activities sponsored by campus organizations should be student led and funded with student activity fees. The advisor should:

- A. Familiarize themselves with the Campus Organization Manual and follow its policies and procedures. Also ensuring that the members of the student organization follow the policies and procedures of the Campus Organization Manual.
- B. Approve the place and display of all literature, promotional materials and publicity before the organization posts it. This also includes material posted on social media/internet.
- C. Help make plans far enough in advance to avoid any difficulties in carrying out activities.
- D. Supervise all meetings, activities and events of the organization held on campus and apply for approval of such activities by completing and returning the student activity form to the Student Activities Office at least 15 business days prior to any activity.
- E. Oversee the finances of the organization.
- F. Work with the officers of the organization to promote efficient and effective administration of the organization.
- G. Consult with the Student Activities Office when questions or problems regarding the organization arise.
- H. **Help the officers get chaperones for events. All activities sponsored by an organization must have chaperones in attendance. Security must be arranged in advance by contacting the Physical Plant. Chipola students must show CC identification to attend college-sponsored activities.**
- I. **Help the officers of the organization enforce the college policy which dictates that the possession or the consumption of alcoholic beverages and narcotics at all student functions on/off campus is strictly prohibited. All members of the organization, the advisor, and chaperones attending the function share this responsibility.**
- J. Remind students that they are directly responsible for their conduct at college functions and should problems arise during the event, the student should inform the advisor immediately.
- K. Appoint a representative from the organization to attend SGA meetings – as needed.

**I agree to comply with the aforementioned responsibilities.**

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**Advisor Signature**

\_\_\_\_\_  
**Date**

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**Organization**