THE OFFICE OF STUDENT ACTIVITIES AND LEADERSHIP

Adviser Responsibility Form

Each student organization is required to have one faculty or staff adviser. The recommendation of the adviser is made by the organization to the Office of Student Activities and Leadership during the re-registration process. The Director of Student Activities will confirm the appointment in writing.

The adviser appointed in the fall will serve for the academic year. Each appointment is on an annual basis and is not automatically renewed. The adviser’s signature must be obtained annually to signify agreement to act as the organization’s adviser. Any exception to this policy must be approved by the Dean of Students.

Though officers of student organizations hold primary responsibility for ensuring that all University regulations and policies are followed, advisers are expected to provide assistance. Serving as an adviser is considered to be within the role and scope of duties for the university; advisers have the same liability protection as when performing other official duties for the University.

In addition to a student organization having a University faculty or staff adviser, the student organization may choose to also have a non-CCU employee/volunteer adviser. All non-CCU employee/volunteer advisers must sign the appropriate paperwork before beginning the responsibilities of the student organization adviser. The paperwork includes signing a liability release, signing a confidentiality agreement, and agreeing in writing to undergo a background check. Once the appropriate paperwork has been signed, the non-CCU employee/volunteer will have to seek approval from the Director of Student Activities and Leadership.

Responsibilities of a Student Organization Adviser

1. Become familiar with and understand relevant university policies and procedures, including, but not limited to, the Student Organization Handbook, the Student Code of Conduct, the Student Handbook, and local, state, and federal law.
2. Attend the adviser training session provided by the Office of Student Activities and Leadership.
3. Act within the scope of their authority.
4. Act in an advisory capacity, as opposed to a directive relationship, in the organization. The following educational functions are cited as examples:
   a. Providing the officers with the elements of good organizational practice
   b. Teaching the techniques and responsibilities of leadership
   c. Teaching the principles of effective group operations
   d. Developing procedures and plans for actions
   e. Keeping the group focused on its goals
   f. Developing self discipline and responsibility in the group
   g. Stimulating and initiating activity
5. Be available to the officers and members to share ideas about organization affairs.
6. Meet with the officers of the group to discuss the progress and direction of the group.
7. Attend as many University registered meetings as possible.
8. Advise and consult with the organization and its officers on its financial affairs to assure that the proper budgets are formulated and that the proper distribution of and accounting for funds of the organization are maintained.
9. Approve off-campus, registered events in which students officially represent the organization, such as meetings, social events, conventions, etc.
10. Attend University registered off campus trips OR assist the organization in finding a member of the Coastal Carolina University faculty or staff or [an approved non-CCU employee/volunteer advisor] to accompany the organization.
11. Sign or co-sign appropriate University forms, such as those for the organization’s requests for use of campus facilities, purchase orders, travel requests, or the registration of visiting speakers, or lectures.
12. Attend information meetings regarding student organizations as necessary when scheduled by the Director of Student Activities.
13. Serve for a period of one year, or if for any reason an adviser is unable to serve, continue to act as advisor until such time as a successor is appointed.
14. Contact the Director of Student Activities and Leadership when questions or problems arise.
# The Office of Student Activities and Leadership

## Adviser Confirmation

<table>
<thead>
<tr>
<th>Student Organization</th>
<th>Adviser Name</th>
</tr>
</thead>
</table>

**Check One:**

- [ ] I am an employee of Coastal Carolina University
- [ ] I am a non-CCU employee/volunteer
  
  *(If non-CCU employee/volunteer, please skip to question 2)*

(Initial below)

1. As a CCU employee, I will undergo a background check if I have not already done so.
   *(please skip to question 5)*

2. As a non-CCU employee/volunteer, I understand that my involvement in this organization is subject for approval by the designated University representative.

3. As a non-CCU employee/volunteer, I understand that I am subject to a background check and have completed the appropriate form.

4. As a non-CCU employee/volunteer, I have completed the following forms:
   - [ ] Confidentiality Agreement for Non-employees and Volunteers
   - [ ] Liability Release

5. I understand and will follow the adviser responsibilities as outlined in the Student Organization Handbook.

---

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print Name</td>
<td>Position/Office/Department (if applicable)</td>
</tr>
<tr>
<td>Email Address</td>
<td>Cell Phone</td>
</tr>
<tr>
<td>Campus Address (if applicable)</td>
<td>Office Phone</td>
</tr>
<tr>
<td>Home Address</td>
<td>Home Phone</td>
</tr>
</tbody>
</table>