A campus advisor is required of every student organization whether registered or recognized. When the university or other organizations are unable to contact the student leadership, we will contact the campus advisor directly with any questions/concerns. The campus advisor will also be listed for public access. A secondary advisor is allowed and would be contacted in the event that the campus advisor is unavailable.

ADVISORS EXPECTATIONS ARE:

The following criteria must be met to be a faculty/staff advisor for registered student organization at NC A&T State University:

A. I attest I am eligible to serve as an advisor for this organization. I understand that advisors must be full-time salaried personnel of the university. Temporary, auxiliary, part-time and para-professionals are ineligible to serve as advisors/co-advisors. Though organizations may have assistant advisors, the advisor of record is the one ultimately responsible for all organizational functions.

B. Advisors serve as a role model and mentor to the organization and its individual members and assist in the pursuing of its goals. The advisor must attend and stay for the duration of functions sponsored by the organization and to identify/provide a suitable replacement from the University, if unable to attend or stay for the duration. Provide reasonable and prudent support for organization activities. The advisor is encouraged to attend meetings, events, and other function of the organization. Advisors must attend all events that require travel and all events that have any level of risk.

C. As advisor I will assist the organization in finding optimal ways of implementing its programs by developing realistic goals for the academic year. I will encourage organization members to assume responsibilities and leadership positions within the organization. I will also help provide continuity by assisting in minutes of meetings, reports on activities and events, membership lists; constitution and help student leaders preserve organizational records.

D. As advisor, I am to be abreast of and provide oversight for all paperwork, transactions, financial procedures and obligations concerning the organization and sign/approve (as necessary) while overseeing membership verification (academic good standing), coordinating the officer transition process, and assisting in the orientation of new members each year. I am to Review expenditures and preserve organizational records. Work with your students and encourage the maintenance of the accurate financial records by the organization members. Helps provide continuity by assisting in, budgetary needs and financial records.

E. The advisor must be familiar with University policies and procedures. These procedures are available in the university Student Code of Conduct, OSD (Murphy 104 or on-line at www.ncat.edu/~studev/) student organization policies and other institutional guidelines that establish expectations for student behavior and activities. Advisors are expected to help guide students with campus policies.

Statement of Commitment and Consent: I, the advisor, have read and understood the rules and regulations pertaining to student organizations, and affirm that the information contained on the attached registration forms are true and correct to the best of my knowledge. I have agreed to be the faculty/staff advisor to the organization listed above for the academic year. Further, I acknowledge that the officers listed on the Registration Form are the official representatives of this organization.