I acknowledge that I, ________________________, am the adviser to ________________________.

(print adviser name) (print student organization name)

The adviser is an integral part of student and campus organizations. The adviser should be informed about what the organization is doing, proactively communicate university policies, attend events, activities and club meetings, as needed. Additional information regarding adviser resources and explanations about various adviser responsibilities can be found at: www.sac.iastate.edu/adviser.

As an adviser to this organization, I understand that my role has many responsibilities; including the following:

(Initial next to each statement listed below to indicate understanding of your adviser responsibilities)

General

  ___ Communicate Policy—Understand university expectations and direct members to appropriate sections of departmental websites and also to items contained in the ISU Policy Library.

  ___ Encourage Compliance—Understand and abide by the Student Organization Recognition Policy (SORP) and applicable ISU Policies, local, state and federal laws.

  ___ Uphold Officer Requirements—Intervene when contacted by the Student Activities Center with concerns regarding officer misconduct or poor academic performance (e.g. the officer falls below a 2.0 cumulative grade point average).

  ___ Encourage Completion of Appropriate Training—(e.g. president’s/treasurer’s/adviser’s training, Safe Food 101, Large Passenger Van Training).

Financial

  ___ Financial Management—Encourage budget planning; require or assist organizations in using sound financial management practices as recommended by Campus Organizations Accounting.

  ___ Authorize Spending—The adviser is responsible for encouraging budget planning, understanding, reviewing and approving intramurals, vouchers and purchasing card transactions.

  ___ Due Diligence—Determine authorized signature(s) prior to approving the organization’s procurement of services/acquisitions.

  ___ Fundraising—Provide guidance for the organization’s fundraising endeavors.

Risk

  ___ High Risk Activities—At least one adviser of student organizations that have higher risk activities (as deemed by the university) must have demonstrated expertise in the student organization’s mission, objective or activity and that adviser must be frequently present during the activity to provide proper oversight and supervision.

  ___ Oversee Activities and Group Events—Help student organizations operate within safe or established parameters through careful planning and execution of activities. Monitor group actions and approve based upon level of appropriateness prior to hosting any on or off campus, public events.

  ___ Event Authorization—Review and participate in approval process for requests to hold events on or off campus. Be knowledgeable of organization’s event planning and attend your organization’s Event Authorization Committee meeting as invited (or send a proxy adviser).

  ___ Risk producing situations—Recognize that autonomy in decision-making is highly desired by student leaders but that it may need to be curtailed in risk producing situations or in controversial matters. In these instances, the adviser may need to assume a more active role in guiding the organization.
___ Supervision—Demonstrate a heightened sense of responsibility whenever a student organization is travelling abroad, using university vehicles, hosting activities where youth are present, engaging in higher risk activities, or submitting documentation during the event authorization process.

___ Domestic Travel—Advisers are not directly responsible for attending all off-campus trips and activities, but have a responsibility to verify that the travel is in compliance with the Student Organization Travel Policy, the ISU Fleet Safety Policy and procedures related to use of University Vehicles. Student/campus organizations and advisers should be mindful that the use of University vehicles needs to be for ISU business as well as consistent with the mission of the student organization.

___ International Travel—Participate in planning and preparation responsibilities for organization’s international travel. Adviser’s must submit a completed Non-Credit Program form to the Education Abroad Committee and Office of Risk Management at a minimum of six months prior to travel for review and consideration for approval. Accompany and supervise international travel or arrange for authorized adviser proxy.

Legal

___ Contract Signature Authority—I understand that officers and advisers of student organizations do not have legal contract signature authority binding Iowa State University. All entertainment contracts should be forwarded to the Director of Student Activities for approval.

___ Crime Reporting—All ISU employees are required to report crimes. Additionally, all advisers are campus security authorities under the Clery Act and must report incidents to ISU Police. I understand that I may be asked to file an incident report if a crime occurs. www.police.iastate.edu/safety-and-you

___ Student Conduct—I agree to assist in ensuring my student organization follows all ISU policies concerning inappropriate behavior, including, but not limited to harassment, hazing and discrimination. I will refer to Student Disciplinary Regulations. www.policy.iastate.edu/policy/SDR

___ Use of University Trademarks—To promote and protect the University’s image, use of the University’s indicia (trademarks, service marks, logos, graphics, names, images, etc.) must be approved by the Trademark Licensing Office and is required to be produced by a licensed vendor. As adviser I’m expected to ensure that my organization follows this requirement.

___ Liability—As an approved adviser to an ISU student organization I am provided personal liability protection by the Iowa Tort Claims Act, Iowa Code Chapter 669 while acting in the scope of my advising responsibilities. The State of Iowa will defend, indemnify, and hold ISU student organization advisers harmless against the tort claim caused by an act or omission of the adviser unless the act or omission of the adviser involves intentional or criminal misconduct, a knowing violation of the law, the transaction from which the adviser derives an improper personal benefit or the adviser does not cooperate with an investigation of the incident or transaction that leads to a claim involving the adviser.

Signatures verify that parties have read the above information regarding the adviser’s role and accept the responsibilities entailed.

Print Adviser Name and Title ___________________________ Adviser Signature ___________________________ Date ___________________________

As supervisor, I acknowledge that I have discussed this form with my employee and that (s)he is approved to serve in an advisory role to the aforementioned organization. We have also discussed whether this organization is affiliated with our unit/college.

Print Supervisor Name and Title ___________________________ Supervisor Signature ___________________________ Date ___________________________

Upon completion, return this form to the Student Activities Center, 1560 Memorial Union, East SOS or e-mail to stuorgs@iastate.edu