The Office of Student Life Programs requires every recognized club and organization to have a faculty/staff advisor. To clarify the role of the advisor we have established the following guidelines.

The Advisor:

Must be a full-time Kettering University faculty or staff member

- Share an interest in and be knowledgeable about the mission and purpose of the group
- Be committed to student leadership development including public speaking, time management and budget management
- Attend as many campus activities and meetings as possible held by the club/organization
- Attend off-campus events including conferences and competitions
- Be familiar with University and Kettering Student Government policies and ensure the club/organization abides by said policies
- Provide planning assistance for club/organization events or fundraising
- Be a resource for programming ideas and facilitation
- Mediate conflict within the club/organization and with staff and faculty
- Ensure a smooth transition of leadership within the club/organization

The role of Advisor does not include:

- Running meetings, events or the club/organization
- Participating in voting
- Discouraging the opinion of others
- Signing contracts with vendors

FAQ's

Can the advisor be held personally responsible if something goes wrong at an event?
No, as a University employee, you are covered through the University's insurance program as long as the club/organization is following University policies and local, state and federal laws.

How much time does this require?
The amount of time spent advising is determined by the needs of the club/organization. It is expected that an advisor will try to attend as many meetings as possible.

What does a group need to do to plan an event?
Contact the Student Life Office for guidance in planning events which includes marketing, room
scheduling, audio visual equipment, room setup, etc. We can help you make your event successful! 762.9871.

**How does my KSG club/organization get funding?**
The KSG club/organization is responsible for submitting a budget request for the next term by 5th Friday to the Treasurer of Finance Council during the current term. Finance Council is allotted an overall budget for the academic year. The amount of funding each club receives is determined by the number of budget requests submitted by clubs, each club's membership, sign in sheets for each meeting, viability of planned events, attendance at presentations and marketing efforts. See baseline club requirements in the Clubs & Organizations Handbook.

Advisor Resources:
CLUB/ORGANIZATION ADVISOR CONTRACT

The executive board of ________________Club, hereby announces that ________________will be our advisor for the __________academic year.

Listed below are basic expectations of the advisor's responsibilities:

- meet with the executive board as often as necessary
- leadership development
- explain institutional policy/procedure
- offer financial management advice
- provide continuity for the club/organization from year to year
- act as a resource to the group
- attend club meetings
- attend programs that may potentially have liability/risk for the institution
- encourage assessment of events
- encourage delegation of responsibilities
- intervene when knowledge of illegal activity/activities contrary to Kettering University policy and local, state and federal laws occur

In deference to the needs of each individual club/organization, the following expectations can be determined by each organization and advisor:

- attendance at meetings
- meetings with the eboard or president
- attendance at club/organization events
- help formulating club/organization goals

The above expectations and responsibilities may be reconsidered at any time based on the needs of all parties.

I have met with the club/organization and discussed the expectations/responsibilities and will fulfill these to the best of my ability.

____________________________________  ___________
Advisor Signature                  Date

Advisor Email & Phone ________________________________  ________________

____________________________________  ___________
Club/Organization President         Date

President Email & Phone______________________________  ________________

8/14/2014