

Student Organization Advisor Form

All registered student organization at the University of Pittsburgh Titusville is required to have an advisor who is a member of the campus full-time faculty or staff. Advisors play an important role in the function of student organizations.

An Advisor’s responsibilities include, but are not limited to:

1. Assisting the organization in developing goals and objectives consistent with their mission and the mission of the University of Pittsburgh at Titusville. Be informed of the purpose and programs of the organization. Review a copy of the group’s constitution.
2. Be informed of University policies and procedures governing student organizations, the student body, the campus and the University as a whole.
3. Understand that as an advisor of a recognized student organization, you are considered a “Campus Security Authority” for the University. As such, you shall immediately report any crimes that you are made aware of to the Pitt-Titusville Campus Police.
4. Maintaining regular contact with the officers and general members of the organization, which may involve attending meetings and activities conducted by the organization.
5. Serving as resource to the organization and its members as needed. Be available to the officers and members of the organization on a regular basis for consultation.
6. Providing continuity during periods of student leadership transition.
7. Challenging/motivating officers and members to develop programs which will strengthen the organization and help it fulfill its goals.
8. Serving as a role model to the organization’s leaders and members, emulating those characteristics and behaviors they need to develop.
9. Remaining knowledgeable about the organization’s activities.
10. Maintaining regular contact with the Student Life Office.
11. Serving as chaperone for organizational events as a pre-requisite to the event being approved.
12. Discuss and clarify your role as the advisor with group members to avoid problems due to misunderstandings regarding roles and responsibilities. Promote involvement and discussion amongst group members.
13. Encourage the organization’s members to assume responsibility for its program and its effectiveness.
14. Attend all meetings, practices, events, conferences, trips, and outings of the student organization and help provide continuity for the organization. Supervise and attend organization events sponsored both on and off campus. A room or building will not be unlocked for students to gain access without the visibility of the advisor. The advisor is responsible for overseeing the event overall.
15. Approve all expenditures for the student organization.
16. Sign off on all room requests and room setup requests sent to the facilities office.
17. Be the only contact for all press releases and publicity materials sent off campus.

The Student Life Office will provide resources to Faculty/Staff Advisors including student organization information and will work with a Faculty/Staff Advisor as needed to assist the organization. Your signature on this form indicates that you have agreed to serve as an advisor for _____ and that you have agreed to the responsibilities entailed.

Full Name: _____ E-mail Address: _____
Campus Address: _____ Campus Phone: _____
Signature: _____ Date: _____