



Faculty/Staff Advisor Change Form

Academic Year 2011-2012

Note: All information is required unless otherwise noted. **Please type or print clearly in ink.**

Name of Organization: _____
(Please Print)

Name of President: _____
(Please Print)

Advisor Active as of _____

Eligibility Requirements

Any individual employed at least on a half time basis by CSU Fullerton can serve as an advisor. The advisor must complete this form, which organizations are required to file annually with the Dean of Students-Student Life Office. The process of selection/nomination of faculty/staff advisors, as well as the term of office, is stipulated in the student organization's constitution and bylaws.

Expectations

Generally, advisors of student organizations are expected to:

- Be informed of University policies and procedures governing student activities and organizations and assist the officers in becoming familiar with these policies.
- Know the organization's purpose and constitution.
- Encourage and assist the organization in carrying on an active and meaningful program.
- Be available to sign disbursements, requisitions, applications, request forms, etc.
- Remain aware of the organization's successes and failures; tactfully provide suggestions, feedback, and evaluations.
- As time permits be present at scheduled meetings and social functions of the organization.
- Be available for coaching and advising in the planning of functions and events.
- Act as a liaison between the organization and the Dean of Students Office.
- Keep abreast of the activities of the organization.

Please provide the following information in order to maintain current records 📞 **Advisor Contact Information:**

Name: _____

Specific Title/Position on Campus: _____

Department: _____ Office Location: _____

Telephone Extension: _____ Fax Extension: _____

CSUF E-mail _____

Address: _____

Advisor Agreement: I agree to serve as the campus advisor for _____

I am a faculty or staff member employed by California State University, Fullerton on a more than half-time basis. I have read and understand the above guidelines.

Signature

Date

As the president of my student organization, I understand that it is my responsibility to be familiar with and abide by University policies and procedures. I understand that students must be currently enrolled at Cal State Fullerton in order to serve in leadership positions. University policies and procedures that govern student organizations may be found on http://www.fullerton.edu/deanofstudents/clubs_and_orgs.

President Signature

Date