

## **Student Organization Advisor Fact Sheet**

Board Policy 3300 requires that all recognized student organization have an advisor who is an employee of the college.

A student organization established and recognized under Board Policy 3300 is a group of students joined together in pursuit of a common purpose, guided by a constitution or charter. These groups are separate from the College and student led.

Generally, advisors assist student organizations in understanding Board Policies and the College's processes and procedures. In particular, advisors ensure student organizations understand Policy 3300 governing student organizations conduct and discipline; Policy 3020 regarding Title IX; and College processes and procedures as they relate to permissions required in planning a fundraising or social event; requirements for travel as a student organization; contract requirements; and provide guidance on managing the funds of the organization.

### **Are advisors required to travel with student organizations to events and conferences?**

Advisors are expected to accompany student organizations when they travel per Policy 3300 if the travel necessitates an overnight stay. The advisor's request for travel authorization should include the name of the students traveling and the name of the student organization.

### **What are my responsibilities as an advisor while traveling with a student organization?**

Advisors are expected to act as a liaison between the College and the student organization; to be a resource for the students while traveling in case questions or problems arise; and to assist in case of emergency. Additionally, advisors are responsible for reporting any violations of student code of conduct and Title IX related issues that may arise during the travel. The students are responsible for their own schedules and activities. However, students should be checking in with the advisor on a daily basis.

### **Who covers the travel expenses of an advisor traveling with a student organization?**

Expenses related to the advisor's travel must be paid through the College using established procedures with proper documentation. Although the student organization may cover the travel expenses for an advisor, under no circumstances should the student organization make payment directly to or on behalf of the advisor. The student organization must contact the College accounting office to make arrangements to cover the expenses.

### **Are advisors permitted to manage funds or accounts on behalf of a student organization?**

Advisors are **NOT** permitted to manage funds or accounts on behalf of a student organization. Advisors are not allowed under any circumstances to be signatories on student organization accounts.

### **Are advisors covered by any College liability or other insurance while traveling with a Student Organization?**

Student organizations are not covered by the College's liability or travel insurance. However, advisors are covered under the College's liability and travel insurance so long as they are traveling and acting within the scope of their employment. Policy 3300 was recently amended to explicitly state that an advisor is working within the scope of their employment when advising a student organization regardless of whether they are volunteering or acting in a paid capacity.

**If I am driving my own vehicle and transporting students during an activity, what insurance provides coverage for me in the event of an accident?**

Your personal automobile insurance is always primary even when you are using your personal vehicle for state business. The state automobile insurance may provide secondary coverage for personal injury or damage to the property or vehicles of others. However, the state automobile insurance will not cover damage to your own vehicle.