

ADVISOR UPDATE

Student Organization

2003-2004

Faculty/Staff Advisors for Registered Student Organizations:

Advisors are full-time TTU/HSC Texas Tech faculty or staff wanting to make an additional contribution to the greater campus-community by participating in a student organization. According to the Student Affairs Handbook, a registered student organization is responsible for submitting any changes in officers to the Center for Campus Life within ten (10) university working days from the day in which the change occurs. Please submit any advisor changes (update from group and/or resignation letter from advisor) to the Center for Campus Life, Room 201 in the Student Union Building. For questions call 806/742-LIFE (5433) or fax to 806/742-0138.

RECOMMENDATIONS

- Insure that the registered student organization follows guidelines for registered student organizations according to university policies and procedures as stated in the *Student Affairs Handbook*, as well as local, state, and federal laws. If affiliated, organizations must follow their respective departmental, and/or national policies and procedures.
- Insure that the registered student organization works towards its designated purpose and follows its constitution and by-laws.
- Insure that the membership recruitment, intake, and orientation processes of the registered student organization are in accordance with all university, departmental, and national policies, as well as local, state, and federal laws.
- Assist in monitoring authorized financial accounts of the registered student organization and be aware of appropriate procedures to access the financial resources.
- Serve as a knowledgeable campus and community referral and resource for the registered student organization and its officers.

TTU/HSC FULL-TIME FACULTY/STAFF ADVISOR

*Student Organization's Name: _____
*Name: _____ *Office Phone Number: _____
*Department: _____ *Office Mail Stop Number: _____
*E-mail Address: _____ *Faculty: _____ *Staff: _____
*Advisor Signature: _____ *Date: _____

SECONDARY ADVISOR/COACH

Name: _____ Phone Number: _____
Address / Mail Stop Number: _____
Faculty: _____ Staff: _____ Alumni: _____ Other: _____
E-mail Address: _____
Advisor Signature: _____ Date: _____

Center for
CAMPUS LIFE

