



## Sun Devil Suggestions

Registered student organizations are required to have a full-time ASU faculty or staff member serve as advisor to the club. The advisor can be indispensable in helping the officers and members develop effective events and activities within the framework of university policies, but only if the advisor is utilized and actively involved. Advisors should maintain regular contact and interaction with the officers and members, through periodic attendance at club meetings, one:one meetings with key officers, or receiving email updates and meeting minutes.

### Finding Faculty and Staff Advisors

Due to the large number of registered student organizations at ASU, there is always a need for faculty and staff advisors but not a “wait list” for students to choose from. Students should select an advisor who has an interest in the club, whether as a hobby, a career interest or through their teaching discipline. Sit down with the potential advisor to discuss the goals of the club, and determine realistic expectations for both the club officers/members and the advisor.

### Role of the Advisor

Some suggested roles for the faculty/staff advisor include:

- Be aware of scheduled meetings and activities of the organization
- Meet with officers on a regular basis (once/month)
- Maintain information that can assist in the year-to-year continuity of the club, including financial records, updated constitution/by-laws and contact information for members
- Assist in the orientation of new members
- Assist with university resources and policies that impact the organization, including event planning, risk management issues and funding guidelines and options

## Resources

Be sure to attend the Student Organization Information Sessions. These helpful sessions provide specific information about campus resources, policies and upcoming activities that can help your club be more successful.

There are also “Advisor Brownbags” and informal walk-through sessions to provide an opportunity for advisors to meet with SORC staff and receive information that can assist them in their role as advisor.

And check out these other *Best Practices* that can assist your organization:

- *Starting a New Organization*
- *Creating a Constitution for my Club*
- *Funding Resources for Your Student Organization*

### **And remember...**

Thank your advisor for volunteering their time and efforts to help your club. Consider nominating your advisor for the “Outstanding Advisor” Award as part of the SORC Hall of Fame held each April. Information and nomination forms are available at [www.asu.edu/clubs](http://www.asu.edu/clubs).