

Longwood University's Advisor Expectations

- Be informed about the organization and what the organization will require from you;
- Regularly attend general meeting and/or executive board meetings;
- Serve as a resource for planning and organizing as well as provide knowledge of the campus and Longwood community;
- Be familiar with the organization's financial structure, what the money is used for, how the money is allocated and the budget process;
- Explain and enforce university policy when necessary; including policies on hazing and alcohol
- Be familiar with the purpose and structure of the organization by reviewing the constitution and bylaws;
- To be certain that an authorized University representative (or adviser) is present at all scheduled events, especially any activity involving travel or large events involving 100 or more persons;
- To be certain of the content and manner of all scheduled programs so that they are presented in a format congruent with University policies;
- To communicate and explain federal, state, and local regulations which are applicable to the functions and activities of the organization;
- To meet with the Director of the Student Union and Involvement, as needed, to review and discuss any problems, ideas or suggestions;
- Function as a liaison between the organization and the campus administration and assist the group in developing ongoing, beneficial relationships with the university
- To authorize and sign the Annual Club and Organization registration form;
- Monitor the group's activities and correspondences to ensure that it is appropriate and in keeping with accepted standards.

Advisors expectations when it comes to Out-of-Town Travel

As an advisor, you should be informed about any trip students are planning that is related to organizational business. Items to discuss might be:

1. The students' general itinerary
2. Who is going (keep a list on file)
3. Have they completed the appropriate campus paper work
4. Where are they staying? Include location, phone number and emergency contact information

5. Has everyone that can be prepaid been prepaid? Items that have not been prepaid do you have the correct amount to cover the unpaid bills.
6. If driving by private car, does the driver possess a good driving record and insurance? Is the car in good enough repair to make the trip, or are the students taking unnecessary risks?
7. If using a university vehicle, who will be the designated driver and does campus police have a copy of their driver's license. Does the driver have a clean driving record? This is required to drive a university vehicle.
8. Universities policy on alcohol usage and liability.
9. Use of the organization's money for the trip. What is the organization paying for and what is the student required to pay for.
10. Ask yourself, should you be going on the trip with the student? If you answer yes, then you should be going with them.

Advisor Expectations for events on or off campus

- Have you met with the organization at the beginning of the year to discuss their plans for the semester?
- For events occurring on campus, have you reviewed the event planning check list located on the Student Union web page www.longwood.edu/studentunion.
- Is the event funded for, if not how will the organization be paying for food, speaker etc.
- If the organization is using SGA funds, has the appropriate paper work been submitted in a timely fashion?
- Has your organization invited an outside speaker or entertainer for their event? If so, have they filled out a contract and contacted the Director of the Student Union and Involvement for her signature?
- Are you planning on attending the event? A good rule of thumb, if the event will have over 100 people, will occur after 12am and the outside community is attending, you will be required to attend the event.
- If they are having food have they made their arrangements through Aramark?