

MEMBERSHIP LIST

Currently enrolled students only
Form must be complete upon submitting

<u>FULL NAME</u>	<u>OFFICE/POSITION</u>	<u>STUDENT ID (927#)</u>
1. _____	President	_____
2. _____	Vice President	_____
3. _____	Secretary	_____
4. _____	Treasurer	_____
5. _____	Other: _____	_____
6. _____	Other: _____	_____
7. _____	Other: _____	_____
8. _____	Other: _____	_____
9. _____	Other: _____	_____
10. _____	Other: _____	_____
11. _____	Member	_____
12. _____	Member	_____
13. _____	Member	_____
14. _____	Member	_____
15. _____	Member	_____
16. _____	Member	_____
17. _____	Member	_____
18. _____	Member	_____
19. _____	Member	_____
20. _____	Member	_____
21. _____	Member	_____
22. _____	Member	_____
23. _____	Member	_____
24. _____	Member	_____
25. _____	Member	_____
26. _____	Member	_____
27. _____	Member	_____
28. _____	Member	_____
29. _____	Member	_____
30. _____	Member	_____



Office of Student Activities
2500 Walton Way
Campus Box 58
Augusta GA 30904
(706)737-1610

Mailbox Usage Policy & Contract

Each actively chartered student organization at Augusta State University may receive a mailbox in the Jaguar Student Activities Center. One (1) key will be issued to the president of the student organization and a fee of \$25 dollars will be assessed if the key is lost or stolen. Student organizations should adjust their mailing addresses of their incoming mail to reflect this change and to ensure proper mail handling.

You are to check your mailbox at least once a week. This is essential, as your mailbox is your link between your organization and the Office of Student Activities. Your mail will be placed in your box daily. If you receive a package, a slip will be placed in your box indicating that it will be held in the Student Activities Office until you pick it up. If you do not clean out your mail box at the end of the semester, all remaining mail and notices will be forwarded to your on-campus advisor. **Mail received for your organization during the summer will also be forwarded to your on-campus advisor.**

The address is:

Office of Student Activities
c/o Student Organization
Augusta State University
2500 Walton Way
Campus Box 58
Augusta, GA 30904

By signing this policy, you are agreeing to these terms of this contract and to adhere to the Jaguar Student Activities Center policies and the policies.

Chartered Student Organization: _____

Signature of President: _____

Date: _____

Signature of On-Campus Advisor: _____

Date: _____

For Office Use ONLY

Organization _____

Mailbox Number _____ Key Number _____

Lost Keys _____

Staff Signature _____

Augusta State University Advisor Policy

The Office of Student Activities appreciates your commitment to serve as an advisor to a chartered student organization at ASU. The advisor can plan an integral role in helping student leaders create an environment within their organization that is productive, safe, enjoyable, and educational. From our surveys, student leaders say that they go to their organization advisors for leadership development as well. To this end, we believe it is important to provide clear guidance and support regarding the expected role you will play as you interface with the organization.

Advisor Expectations

- As an advisor, you should be aware of the ASU Student Code of Conduct, especially portions pertaining to student organizations, the ASU Alcohol and Drug Policy, and other institutional guidelines that establish expectations for student behavior and activities. You should ensure that the group and its officers know what resources are available to assist them in making good decisions. As an employee of ASU you are expected to report all rule violations or potential violations to the appropriate university official. You should be familiar with the organization's constitution and all other governing documents, so that you may advise effectively. The Office of Student Activities maintains the official copies of these documents in your organization's file.
- You should be aware of liability issues (i.e. hazing, alcohol, etc) and advise the organization to make reasonable and prudent decisions regarding these issues in planning activities.
- You should meet with the officers of the organization you advise to discuss expectations for roles and responsibilities. In order to stay connected with the organization you should regularly attend executive as well as general meetings and be available outside of those meetings for advice and consultation related to the operations of the organization. That does not necessarily mean you have to be at all meetings. Additionally, you should assist the organization in developing realistic goals for the academic year. This will contribute to the educational and leadership development of the students involved.
- It is up to the advisor to make sure that his/her supervisor and department support his/her serving as an advisor to a student organization. This is particularly important if the advising role is not included in the written job description.
- Advisors are not required or expected to participate directly in student organization activities that may involve significant risk of injury to persons or property, and do so at their own risk. They are not required to provide transportation in private vehicles, and do so at their own risk and based on their own insurance coverage. They may assist and advise organizations concerning requirements and procedures for arranging transportation for university –owned vehicles and rented vehicles. Advisors may also advise organizations concerning management of their financial resources, but should not personally handle organization funds, or assume signature authority over organization off campus bank accounts.

The organization-advisor relationship is not a one-way street, in that the student organization and its leaders also have responsibilities. These responsibilities include appropriate levels of communication, providing opportunities for advisor interaction, and a commitment to the success of the organization as a whole.

You are not alone in this responsibility. The Student Activities staff will continue to be a resource for you as an advisor in a variety of capacities. Along with the resources we provide your student leaders, we will provide advisors with web-based resources, officer/advisor training sessions, and one on one consultation. As a team we can assist our student leaders in their leadership and personal development and ensure the sustainability of their activities and initiatives.

As an advisor to a student organization you are supporting the mission, values, and strategic plan of Augusta State University by contributing to the development of responsible, ethical leaders prepared to succeed in a global society.

The University has also recognized the important contribution you make to our students and considers student organization advising as within the scope of employment of an ASU employee and is considered service to the students. All University employees are covered under a self-insured Liability Program that is managed by the Georgia Department of Administrative Services. This plan covers most liabilities against an employee that result from the employee's acts or omissions while in the performance of official duties for the University. If you are in doubt about your potential liability during an organizational activity please contact the ASU's Risk Management officer.

Accidents/Incidents that may be excluded from coverage under the policy are:

1. Activities that do not arise out of or in the course of employment.
2. Incidents involving private motor vehicles.
3. Incidents involving the transportation of mobile equipment.
4. Statutory coverages, such as worker' compensation.
5. Nuclear incidents related to a nuclear facility.
6. Injury or damage arising out of a malfeasance in office or willful neglect or refusal of duty.
7. Injury or damage which is intended or reasonably expected by the insured.
8. Damage to University vehicles caused by other University vehicles.
9. Property damage that is below the policy deductible.

The policy covers the individual liability of University employees and does not imply coverage of liability on behalf of the University.

Advisor Agreement Form

Name of Student Organization: _____

In signing below, you affirm that you have read and understand the expectations outlined in the ASU Advisor Policy and are willing to serve as advisor to the student organization named above. You also affirm that you meet the required qualifications of being a salaried, exempt full-time faculty/staff member of Augusta State University. A space have also been provided for the signature of the student organization president and your supervisor, to indicate that a discussion regarding these expectation has taken place between the student organization, your supervisor, and yourself. If you have any questions regarding the information presented in this document, please contact the Coordinator of Leadership and Greek Life at 706-737-1610. Additional information and resources can be found on the Student Activities webpage.

Thank you for your time and effort in support of student involvement at Augusta State.

Student Organization Advisor Name (printed) and Signature

Date

As this employee's supervisor, I support his/her decision to advise a student organization and recognize that although not included in his/her job description and may not be included in his/her scheduled work hours, this volunteer role does support the mission of the University, and provides a service to students, which does correspond with general job responsibilities.

Advisor's Supervisor Name (printed) and Signature

Date

As the student organization president, I have met with our advisor and have discussed the expectations of the advisor/organization relationship. By signing this document, I agree to abide by the expectations we set forth in that discussion and will keep my advisor informed of our organization activities.

Student Organization President Name (printed) and Signature

Date