

# Resources

## Frequently Asked Questions for Student Organization Advisors

### **Who is eligible to be an Advisor?**

*Any full-time or part-time faculty/staff member of UTHSC may serve as an Advisor. Students are not eligible to be advisors.*

### **What is the time commitment for being an Advisor?**

*This is really up to you (the Advisor), if you choose to attend all meetings and events- it could be 1 – 4 hours per week. If you choose to meet with the officers of the organization and attend occasional events- it could be as little as 1 – 4 hours per month. You may choose to allow students to drop by your office at any time or may ask them to schedule appointments. Your availability should be made clear to your organization from the start.*

### **What are the responsibilities associated with being an Advisor?**

*This area is also flexible and should be discussed between the organization and yourself. We want advisors to be more than just a name on paper, so we encourage you to attend meetings and events as time allows. We would also suggest that you assist the group with transitioning and training officers by understanding university policies and procedures. Advisors should keep abreast of policy changes and student organization finances. Advisors should communicate regularly with officers. You should discuss any concerns or questions regarding your responsibilities with your college dean, college student affairs dean/staff, or the Associate Vice Chancellor for Student Affairs.*

### **What are the benefits to being an Advisor?**

*There are many benefits to serving as an Advisor. You will have the opportunity to interact closely with a group of students, often in capacity very different from your regular job. We hope that you will find the position rewarding because you will make a positive impact on the lives of students. You may develop new skill sets that can assist you in current jobs. You may feel a greater connectedness to the university as a whole.*

### **Can I be held responsible for my organization's violations of the law?**

*You are there to help the organization make sound decisions. As long as you are partaking in official student organization meetings or events, you are insured by the university in the role as an Advisor. Note: It is not recommended to transport students in your own vehicle at any time, as your personal insurance would have to cover any incidents. **See Dr. Scheid's Accountability of Advisors, September 2, 2014 Memorandum to Student Organization Advisors and related links for more information.***

### **How should student organizations establish checking accounts?**

*A checking account can be established with the Treasurer's approval. Organizations are forbidden to use the university's tax id number, without proper approval. For more information, please contact the Bursar's office at 901-448-5550 or UTHSC Office of Finance and Operations at 901-448-5523.*

### **When should I provide a list of new officers to the Office of Student Life?**

*Organizations who elect officers each spring, should submit new officers by April 15<sup>th</sup> annually, to the Office of Student Life. For organizations electing officers or incoming student representatives in the Fall, a list of new officers or first year representatives should be provided to the Office of Student Life by September 15<sup>th</sup> annually.*

### **Who do I notify if I can no longer serve as an Advisor?**

*Please notify the student officers, specific college administration and the offices of Student Life and Student Affairs, as soon as possible.*

### **Do I have to sign a new faculty/staff advisor form each academic year?**

*No, but you must have a signed and dated form on file in the Office of Student Life.*

### **As an advisor how do I manage student organization activities at a location where I am not physically located?**

*Based on best practices, the Office of Student Affairs recommends that a co-advisor is designated or appointed to advise and serve as a contact and resource at these locations. It is also recommended that a faculty or staff advisor be available at officially sponsored student organization events at all on-campus and off-campus events.*

### **Does UTHSC provide student organizations with funding?**

*Student organizations at UTHSC are not provided funding for their activities/programs. Rather student programming is managed by the Office of Student Life, which works closely with the SGAEC to identify and prioritize programming for the UTHSC Memphis campus. The SGAEC does allocate funding for campus improvements that benefit students, such as campus beautification, updates to recreational sites and books for SASS. UTHSC students at the Knoxville location, who opt in to the student activity fee, may participate in programs sponsored by such fees on the UTK campus.*

### **My organization would like to contact alumni to sponsor an event or fundraiser. How do we contact these individuals?**

*Student organizations asking alumni for gifts, sponsorships, or funds must contact the Office of Alumni Affairs and receive approval from the college dean. Students should not approach alumni for gifts without working with the college dean and the Office of Alumni Affairs.*

**Can students rent and drive vehicles from the University’s motor pool?**

*If the student is not a UTHSC employee, he or she is not allowed to use the motor pool.*

**My group wants to hold an event with alcohol on campus? Is this allowed?**

*UTHSC is a drug free and alcohol free campus. Please see the CenterScope Handbook for the UTHSC Drug & Alcohol Policy.*

**Who should keep the emergency medical forms for my organization’s members?**

*An elected officer within the student organization should be designated to safely secure all emergency contact information for members, and it is recommended that departments/colleges maintain this information, especially when an advisor and the student organization are travel. Additionally, the Office of Student Affairs and Registrar store emergency contact information provided by students in Banner.*

**What does my group need to do before traveling off campus?**

*All official UTHSC student organization’s travel, should be approved by the advisor. If UTHSC funds are being use to sponsor or reimburse students for UTHSC related travel, please contact the departmental or college business manager for the necessary IRIS/Travel forms and procedures.*

*For any international travel, please contact the Office of International Affairs at 901-448-8484 and review the UTHSC International Travel Requirements available on the Academic Affairs website at [https://academic.uthsc.edu/policy\\_docs/international-travel-requirements.php](https://academic.uthsc.edu/policy_docs/international-travel-requirements.php).*

**How do students at UTK opt out of the student activity fee?**

*UTHSC students at the Knoxville campus receive the opportunity to opt out of the student activity fee to cover student organization programming through “My UTK Portal” at <http://my.utk.edu>. For more information, contact the Office of Student Affairs at 901-448-5568 or the UTHSC Bursar’s Office at 901-448-5550.*

**If one of my organization members breaks a University policy while on a group-sponsored trip, can the group or individual receive University sanctions?**

*All UTHSC students and student organizations are responsible for engaging in professional conduct and ethical behavior, especially when representing the University or attending a student organization sponsored event. Any student behavior, which fall below these standards, will be investigated by the Student Conduct Officer and/or the College consistent with the Student Rights and Responsibilities and departmental/college Codes of Ethics.*