The advisor may participate in all the organization's activities and social events. Advisors should be familiar with University policies regarding risk management and the use of facilities and room reservations. In the case of organizations receiving funding from University departments or organizations, the advisor should be familiar with all applicable guidelines from the funding source concerning budgeting and spending.

Advisors should be invited to attend all organization events and regular meetings. They should make every effort keep up to date with the group and attend meetings. When an advisor is unable to attend, the advisor should be informed of all business conducted during the meeting, as well as receive a copy of the minutes.

The advisor may participate in all the organization's activities and social events. During events and programs, advisors are responsible for assisting with the enforcement of and educating student group leaders on University policies and procedures. If the organization is hosting an event where any of the following applies, the student group advisor, or an alternate event advisor, must be present for a specified amount of time:

- Recreational or Performance Activities with High Level of Physical Activity: Advisor must be present for the entire duration of the event (this includes rehearsals).
- Events in any Kean University Theatre (Wilkins Theatre, Little Theatre, etc...): Advisor must be present for the entire duration of the event. If deemed necessary, a second student group advisor may be required.
- Bus Trips with University Provided Transportation: For day trips, at least 1 advisor must be present for every 48 persons for the entire duration. For overnight trips, at least 1 advisor must be present for every 25 persons for the entire duration.
- Special Events and Parties in Downs Hall: For parties in Downs Hall, an advisor must be present for the duration of the event (typically 9 p.m. until 1 a.m.). For special events in Downs Hall an advisor must be present for the first 2 hours of the event.
- Miscellaneous Events: For all other events that trigger Events Board approval, the student group advisor must be present for the first 2 hours of the event unless otherwise indicated.

The advisor should make themselves available for members to speak with as often as necessary to discuss concerns within the organization, program planning, challenges and other organization-related business.

The advisor should assist in keeping the organization informed of institutional issues and concerns as they relate to the organization’s activities.

The advisor should help ensure that the organization maintains adequate records of the organization’s activities in Cougar Link. Advisors should be familiar with University policies regarding risk management and the use of facilities and room reservations. In the case of organizations receiving funding from University departments or organizations, the advisor should be familiar with all applicable guidelines from the funding source concerning budgeting and spending.

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SIGN

Volunteer's Signature

Date