

A Guide for Student Organization Advisors

The Burrell College of Osteopathic Medicine Student Government Association has recognized over 100 student-led organizations across two campuses. The College encourages students to engage in campus life and participate in the activities of one or more of the registered clubs and organizations that attract their particular interests. Many provide enlightenment on various career choices after medical school; some are geared toward relaxation and diversion, and a few have a spiritual orientation.

Advising a student organization is an exciting opportunity to interact with Burrell College of Osteopathic Medicine students outside of the classroom setting. An advisor-advisee relationship is one that impacts students' lives on a different level and gives students the opportunity to get to know a faculty/staff member in a different capacity. The role of an advisor will vary in some degree between organizations. As organizations vary in their expectations and needs, it is important that you develop an understanding with the organization as to the nature of your involvement.

Student Organization Recognition Levels:

- **Interest Group (IG):**
A group of students with an interest in a particular cause or topic that is generally academic in nature. Interest groups are required to register with the Office of Student Affairs and may use Burrell College of Osteopathic Medicine facilities. Interest groups are not required to have a constitution or by-laws but are encouraged to have them on file for organizational continuity. Interest groups may not collect funds.
- **Registered Student Organization (RSO):**
A registered student organization provides students with opportunities to expand and support professional, personal interests; build relationships; develop skills and experiences; allow personal growth; and engage in campus/local/global communities. Registered student organizations are required to register with the Office of Student Affairs and have both constitution/bylaws and a full-time Burrell College of Osteopathic Medicine employee advisor.

Advisor Responsibilities:

While an advisor and organization should agree on a set of expectations for one another, the following are the expectations of the Office of Student Affairs will have of the advisor:

- Be available to the officers and/or members of the student organizations for advising and required signing of documents (e.g., financial statements, annual activity reports, etc.).

- Assist both the old and new leadership in transitioning to ensure historical continuity.
- Attend any student organization event held off-campus and/or outside of business hours on campus, if feasible
- Obtain signature authority on all financial-related student organization accounts.
- Ensure the student organization properly re-registers each academic year and submits authorized representative forms, as updates are needed.
- Meet with the duly elected or appointed organization leadership and members, as determined by the organization's constitution, as appropriate.
- Allow the duly elected or appointed organization leadership to exercise primary decision-making authority with regards to the student organization's goals, objectives, and activities within limitations of expectations.

Advisor Eligibility and Liability:

All employed faculty and staff of the College are eligible to serve as advisors to student organizations. When acting within the scope of their role as an advisor—such as providing guidance, attending meetings, or supervising events—employed faculty and staff are covered by the College's liability insurance. However, this coverage does not extend to participation in high-risk or recreational activities (for example, surfing, hiking, yoga, etc.) that fall outside the typical duties of an advisor. Advisors who choose to engage in such activities do so at their own risk and are solely responsible for any resulting injuries or liabilities.

Individuals who are not employed by the College—including contractors and external affiliates—may serve in an advisory capacity on a voluntary basis. Any such involvement is outside the scope of their relationship with the College and therefore not covered by the College's liability insurance. Contractors who participate in student organization activities beyond their contractual duties do so at their own risk, in accordance with, and subject to, the terms of their contract.

Communication:

Student organization leaders and advisors should communicate via Burrell sponsored applications.

Finances:

Student organization leaders will work with the Student Government Association (SGA) to receive funding for their events and operating expenses. Advisors are discouraged from paying for anything out of your own pocket. Student leaders are

made aware of the proper steps for funding request via the SGA and semesterly organization meetings.

SOP:

SA 017 Student Organizations <https://burrell.edu/SA017/>