

Dear Community Advisor,

Thank you for serving as a Community Advisor for a registered student organization at UCSD. Your role in mentoring and providing guidance and expertise to emerging student leaders is invaluable to their success.

Community Advisors enjoy many benefits, including:

- Getting the satisfaction of seeing and helping students learn and develop new skills
- Helping a diverse group come together to share interests and work toward common goals
- Developing personal relationships with students
- Advising an organization that furthers your own personal goals or interests
- Sharing your knowledge with others

Visit our website at <http://onestop.ucsd.edu/>. In the left side menu under “Student Organizations > Community Advisors”, you will find additional information, tips and ideas specifically for community advisors. Also on the One Stop website you will find helpful information regarding the daily operations of student organizations such as annual organization registration, event planning, and leadership resources.

Please keep us informed about the latest achievements of your student organization so that we may help publicize them. Simply send a brief write up of the organization’s accomplishments anytime throughout the year to getinvolved@ucsd.edu.

We’ve developed a short PowerPoint video with relevant information for community advisors. This short training includes information on the [Clery Act](#) and your crime reporting responsibilities as community advisors. This, along with additional information, will assist you in making appropriate referrals for the students you advise. You can find a link to the PowerPoint video on the [Community Advisor Resources Page](#). Please watch the training and write the code word you receive at the end on the Community Advisor Signature Page to let us know that you’ve reviewed this information.

In order for your student organization to complete the registration process, our office must have your signed Student Organization Community Advisor Signature Page on file. Please sign the attached form and return it to the student organization principal member to be turned in to our office or send it directly to:

Center for Student Involvement
University of California, San Diego
9500 Gilman Drive, 0078
La Jolla, CA 92093-0078

Campus mail:
Center for Student Involvement, MC 0078

Fax: (858)534-4482

Thank you for your contributions to student life and student development at UCSD. Please feel free to contact the Center for Student Involvement office at 858-534-0501 with any questions or concerns. We look forward to partnering with you this year in support of student organizations.

Sincerely,

Emily Marx Trask, Ph.D.
Executive Director, Center for Student Involvement

Darlene Schlueter
Associate Director, Student Org Advising & Events

University of California, San Diego
9500 Gilman Drive, 0078
La Jolla, CA 92093-0078
Email: getinvolved@ucsd.edu

Community Advisor Roles and Responsibilities

The specific roles and responsibilities of an advisor vary depending on the needs of the organization and the advisor, but most community advisors have the following responsibilities.

Leadership development: Through personal interaction and program development, you can play a significant role in developing members' leadership skills and personal growth, as well as identifying new leaders for the organization. Some specific skills you may enhance include:

- * Interpersonal communication
- * Planning
- * Organization
- * Assisting with retreats and workshops

Consultation: Advisors meet regularly with officers and chairpersons to be aware of the projects and events they're planning. Through continued open interaction, you serve as a resource person to point out new perspectives and guide the group toward activities and individual performance.

Continuity: Officers and members change frequently, and at times the only link with the past is the advisor. You orient new officers and members to the history and purpose of the group and help them build upon it. You also help members look toward the future by developing long-term goals and communicating them to new members. Be wary if an organization focuses on "this is the way things have always been." Encourage creative brainstorming to help an organization generate new ideas.

Personal assistance: The interaction between advisor and member provides a unique opportunity to assist individuals with problems. Help students maintain a balance between academic and co-curricular aspects of student life. Knowledge of campus and community resources will help you make appropriate referrals.

Interpretations of policy: As advisors to the organization or as it pertains to the [Clery Act](#), you are constantly in a position to interpret University policies and regulations relevant to student organizations. The [One Stop website](#) includes information on policies and regulations including the [Clery Act](#).

Supervision: You have a responsibility to both the University and the organization to keep the best interests of both in mind. In a well-run organization, the supervisory role may be minimal or nonexistent and the advisor may need to intervene only to prevent the violation of public or institutional policy. Supervision also consists of coaching individuals to ensure accurate record keeping and budgeting.

Financial supervision: Each organization should have a treasurer/ finance director. Work with this individual to assure accurate record keeping and budgeting.

Meeting organization: Attend all regular and special meetings of the organization to keep informed and be available for consultation or to introduce ideas and suggestions. Many advisors have a time slot on meeting agendas when they can let the group know about upcoming campus events, congratulate members, offer remarks or evaluation, etc.

Student Organization Community Advisor Signature Page

Community Advisors: In order to complete the student organization registration process for this group, fill in and sign page. Return it to the student organization principal member to bring to the Center for Student Involvement office or send it directly to:

Center for Student Involvement
University of California, San Diego
9500 Gilman Drive, 0078
La Jolla, CA 92093-0078

Campus mail: Center for Student Involvement, MC 0078 or fax to (858)534-4482.

Student Organization Principal Members: Please return this signed page to the Center for Student Involvement office on the 3rd floor of Price Center East in order to complete the registration process.

Name of Student Organization: _____

Step 1:

Community Advisor Contact Information (please print):

Faculty Staff UCSD Alumni Other
(Please check all that apply)

Name: _____

Address: _____

E-mail: _____

Phone: _____

Fax: _____

Step 2:

[Community Advisor Resource Training](#) Viewing confirmation code: _____

Signature: _____ Date _____