

Advisor Acknowledgement Form

Introduction

Recognized Student Organizations (RSOs) provide a critical opportunity for students to gain a sense of belonging; develop self-awareness, practice team building, leadership, problem solving, and event management skills; and apply concepts learned in the classroom to organizational activities.

Advisors provide important mentoring to leaders within RSOs to help ensure students are complying with federal, state, local, and University rules, laws, and/or regulations. Additional information regarding Advisor resources and responsibilities can be found on the Center for Student Involvement [website](#).

Under the Kansas Tort Claims Act (KCTA), the State of Kansas has assumed liability for the negligent or wrongful acts and omissions of its employees and agents acting within the scope of their responsibilities on behalf of the State of Kansas. This includes Kansas State University, and RSO Advisors are considered to be an employee and/or agent of K-State when acting within the scope of their responsibilities as RSO advisors. More information about the KCTA can be found [here](#). For questions, contact the Center for Student Involvement.

Advisor Definition

K-State's Student Organization Recognition Policy, PPM 8540, defines an Advisor as follows:

An advisor is a member of the University faculty or staff, on at least .5 FTE, who acts as the primary liaison between the University and the Recognized Student Organization.

- All advisors are required to complete training as mandated by the CSI and to annually sign the Advisor Acknowledgement.
- All Recognized Student Organizations must have an advisor meeting these criteria at all times to maintain their recognition status.
- The CSI shall have the right to not approve, or to remove approval, of advisors who meet the outlined criteria but who, in the CSI's sole judgment and discretion, are not fit to serve as advisors.
- Graduate students may support faculty members or staff who are serving as advisors but may not themselves be an advisor.
- Advisors may not accept compensation for their service as an advisor, beyond the pay and benefits designated in their University appointment paperwork.
- The University acknowledges that organizations may have individuals who are not University faculty or staff and serve in a mentor or coaching capacity to the organizations, and the CSI offers resources to help those individuals serve successfully; however, those individuals are acting in their own capacity and not on behalf of the University. It is entirely within the discretion of the organizations' members whether to invite and/or allow these individuals to participate with the Recognized Student Organization, and CSI, within its sole judgment and discretion, may limit or remove access to any university resources it provides to these individuals.

Are you advising a Sponsored or Affiliated student organization? *

Sponsored

Affiliated

Both

Sponsored RSO Advisor Responsibilities

This form is an acknowledgment of the role and responsibilities of serving as an Advisor to a Sponsored RSO. By signing this Advisor Acknowledgement, the employee agrees to serve as an Advisor to the named RSO and to adhere to the expectations listed and as may be additionally communicated by the Center for Student Involvement; University policies; and their supervisor(s).

- I, the undersigned advisor, agree to abide by all Kansas State University and Kansas Board of Regents policies and regulations.
- I acknowledge that in my role as advisor, I am acting within the scope of my employment. Advisors must be employed at Kansas State University on at least a half-time permanent basis. If at any point I am no longer employed at Kansas State University on at least a half-time basis, I will inform the RSO, my supervisor, and the CSI that I can no longer serve as their Advisor.
- I understand that I may not accept compensation for my work as an advisor beyond the pay and benefits designated in my University appointment paperwork.
- I acknowledge and agree that my unit supervisor has designated my position as the advisor to my Sponsored RSO, and as such may dictate what is expected of me and evaluate my performance. Additionally, I am responsible for communicating with the Sponsored RSO regarding my availability and responsibilities as Advisor.
- I understand that, at minimum, I must have an awareness of the financial activities of the Sponsored RSO I advise.
- I understand that I may be responsible for participating in the RSO event registration process, as outlined in the Student Organization Event Policy, PPM 8530.

- I acknowledge that, in accordance with the Family Educational Rights and Privacy Act of 1974, I may not disclose educational record information, including grade or GPA information, without the express written consent of the student(s) involved.
- I acknowledge and agree that as an advisor I am required to report criminal violations that are disclosed to me within my role as an Advisor to the K-State Police (785-532-6432)
- I acknowledge that all advisors are designated Campus Security Authorities under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and must report incidents disclosed to them by their organization membership to K-State Police. **(Report Form: https://cm.maxient.com/reportingform.php?KansasStateUniv&layout_id=31)**
- I acknowledge and agree to report any concerns regarding the organization's activities that, in my judgment, may constitute a health or safety risk to the RSO members or others to my supervisor and to the Office of Student Life. **(Report Form: https://cm.maxient.com/reportingform.php?KansasStateUniv&layout_id=16)**
- I acknowledge and agree to report any potential violations of the Student Conduct Code, including but not limited to hazing, to the Office of Student Life. **(Report Form: https://cm.maxient.com/reportingform.php?KansasStateUniv&layout_id=115)**
- I acknowledge and agree to report any potential violations of PPM 3010: Policy Prohibiting Discrimination, Harassment, and Sexual Harassment, to the Office of Institutional Equity. **(Report Form: https://cm.maxient.com/reportingform.php?KansasStateUniv&layout_id=34)**

* By selecting this box, I acknowledge that I have read and agree to all of the responsibilities listed above.

Affiliated RSO Advisor Responsibilities

This form is an acknowledgment of the role and responsibilities of serving as an Advisor to an Affiliated RSO. By signing this Advisor Acknowledgement, the employee agrees to serve as an Advisor to the named RSO and to adhere to the expectations listed and as may be additionally communicated by the Center for Student Involvement; University policies; and their supervisor(s).

- I, the undersigned advisor, agree to abide by all Kansas State University and Kansas Board of Regents policies and regulations.
- I acknowledge that in my role as advisor, I am acting within the scope of my employment. As such, I acknowledge that I may be held accountable as an employee and/or under University policies for any acts or omissions in my service as an Advisor. Advisors must be employed at Kansas State University on at least a half-time permanent basis. If at any point I am no longer employed at Kansas State University on at least a half-time basis, I will inform the RSO and the CSI that I can no longer serve as their Advisor.
- I understand that I may not accept compensation for my work as an advisor beyond the pay and benefits designated in my University appointment paperwork. I acknowledge and agree that I will not be compensated for my service as an advisor to an Affiliated RSO.
- I acknowledge that I may not serve as an advisor where doing so would present a personal or financial conflict of interest. By signing this form, I acknowledge I have no such personal or financial conflict of interest.
- I acknowledge and agree that my service as an advisor to an affiliated RSO is entirely voluntary, and I may elect to withdraw my service at any time.
- I acknowledge and agree to notify my supervisor of my intention to serve as an advisor to an Affiliated RSO.
- I understand that my service as an advisor of an Affiliated RSO does not excuse me from any of my job responsibilities.
- I acknowledge and agree that my service as an advisor does not conflict with my job responsibilities and does not excuse me from meeting any of my job responsibilities or expectations.
- I acknowledge that if I fail to meet my job responsibilities or expectations due to my service as an advisor, I may be subject to corrective action as would any other employee who fails to fulfill their responsibilities and expectations.
- I acknowledge and agree that I am responsible for negotiating expectations, including time commitment, with the student organization prior to agreeing to serve as their advisor.
- I understand that, at minimum, I must have an awareness of the financial activities of the organization I advise.
- I understand that I may be responsible for participating in the RSO event registration process, as outlined in the Student Organization Event Policy, PPM 8530.
- I acknowledge that, in accordance with the Family Educational Rights and Privacy Act of 1974, I may not disclose educational record information, including grade or GPA information, without the express written consent of the student(s) involved.
- I acknowledge and agree that as an advisor I am required to report criminal violations that are disclosed to me within my role as an advisor to the K-State Police. (785-532-6432)
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* By checking this box, I acknowledge that I have read and agree to all of the responsibilities listed above.

Please click "Submit" to complete this form.

