Dear Community Advisor,

Thank you for serving as a Community Advisor for a Registered Student Organization (RSO) at UC San Diego. 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 RSOs 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](mailto:getinvolved@ucsd.edu).

The Center for Student Involvement is hosting Community Advisor virtual resource meetings on November 5th and 6th from 11:30am – 1pm. Both sessions will be identical and more information will be emailed in the fall. Additionally, in appreciation for all your support, a Community Advisor Thank You Luncheon will be hosted on campus on January 30, 2019 from 11:30am – 1pm. We look forward to connecting with you at each of these events.

**We’ve developed a Power Point PDF that you can download with relevant information for Community Advisors. This short training includes information on the** [**Clery Act**](http://getinvolved.ucsd.edu/pdf/CleryAct.pdf) **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 PDF on the** [**Community Advisor Resources Page**](https://students.ucsd.edu/student-life/involvement/organizations/onestop/community-advisors.html)**. Please review 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 annual registration process, our office must receive your signed Student Organization Community Advisor Signature Page. Please sign the attached form and return it to a Principal Member to turn it into our office.

Thank you for your contributions to student life and student development at UC San Diego. 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

Exeutive Director

Oscar Lara, M.A.

Interim Associatie Director

Student Organizations Advising & Events

**Community Advisor Roles and Responsibilities**

The specific roles and responsibilities of a Community Advisor vary depending on the needs of the student organization 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 student 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 student organization toward activities and individual performance.

**Continuity:** Officers and members change frequently, and at times the only link with the past is the Community Advisor. You orient new officers and members to the history and purpose of the student organization 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 a student 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 Community Advisors and members 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 Community Advisors to the student organization you are constantly in a position to interpret university policies and regulations relevant to student organizations including but not limited to the [Clery Act](http://getinvolved.ucsd.edu/pdf/CleryAct.pdf),. The [One Stop website](http://onestop.ucsd.edu/) includes information, policies, and regulations that may pertain to your student organization. CSI Advisors are available to discuss policies and answer questions that you may have.

**Supervision:** You have a responsibility to both the University and the student 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 Community 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:** Each organization should have a treasurer/ finance director. Work with this individual to assure accurate record keeping and budgeting. Assist leaders in establishing fundraising plans and events to raise funds for student organization operations.

**Meetings:** Attend as many regular and special meetings of the student organization to keep informed and be available for consultation or to introduce ideas and suggestions. Many Community 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, complete and sign this document. Return it to a student organization Principal Member to bring to the Center for Student Involvement office or send it directly to:

UC San Diego

Center for Student Involvement

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:** In order to complete the registration process, please return this signed page to the Center for Student Involvement Office on the 3rd floor of Price Center East or MC 0078, send scanned document through e-mail to [getinvolved@ucsd.edu](mailto:getinvolved@ucsd.edu) or fax to (858)534-4482.

Name of Student Organization:

**Step 1:**

Community Advisor Contact Information (please print & check all that apply):

⬜ UC San Diego Faculty ⬜ UC San Diego Staff

Department:

Title:

⬜ UC San Diego Alumni

⬜ Other

Name:

E-mail:

Phone:

**Step 2:**

Community Advisor Resource Training confirmation code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_