

Texas A&M University-Kingsville
Annual Student Organization Advisor Registration
Javelina Student Engagement Center (361) 593-2760
Advisor Contract

I am an employee of Texas A&M University-Kingsville, I agree to serve as an advisor to

Organization Name: _____

As an organization officially registered with Student Engagement and Campus Life.

I understand and agree to meet / have met the following responsibilities:

1. To be active on Javelina Central and to be included on the JC roster;
2. To be responsibly informed concerning the purposes and programs of the organization;
3. To be reasonably informed concerning University policies and procedures governing Student Engagement and Campus Life and student organizations;
4. To attend and supervise, if necessary, any event at which my presence is required, or find an appropriate substitute from among Texas A&M University-Kingsville;
5. To frequently attend the meetings of the organization;
6. To encourage the members of the organization to assume responsibility for the effectiveness of their programs;
7. To provide advice on the planning and implementation of events and activities and include the Risk Management Planning Matrix;
8. To provide continuity for the organization from year to year;
9. To be willing as an advisor to accept telephone messages or correspondence via the university mail system regarding activities or announcements that should be conveyed to the officers.
10. As a **CSA** "An official of an institution who has significant responsibility for student and campus activities. *I have completed the annual Campus Clery Compliance Training on TrainTraq.*
(2111844: Clery Act Guidelines for A&M System Campus Security Authorities).
11. As a **CSA** I will submit annual Crime Statistic Report Form to Texas A&M University-Kingsville UPD.

Mandatory Expectations: Each advisor must complete an annual State Mandated Risk Management, Hazing and Campus Clery Compliance Training. In addition, the advisor serves as the link between the Student Organization and the University; providing guidance to the organization in regards to University policies and procedures.

Advisor Name (Print)	Signature	Date
Department	Campus Address	
Phone Number	E-mail	