



Office of  
Student Engagement

WESTERN MICHIGAN UNIVERSITY

# RSO Advisor Policy Guide

*Western Michigan University*  
*Fall 2020 Edition*

**GENERAL DISCLAIMER**

*Reasonable changes may be made to this document without notice.*

*Information describing any changes will be made available.*

*Revised on [Date]*

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# CAMPUS RESOURCES

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Students may turn to you as an advisor to ask about campus resources, or ask you personally for resources you do not have the capacity to provide. Feel free to direct your students towards the campus resources listed below. As always, the Office of Student Engagement (also listed below) is available to respond to any RSO-related questions or concerns. Remember: you do not need to know every piece of RSO-related information to be a good advisor, but you should know how to find necessary information, or how to point students in the right direction.

## LOCATIONS

**Office of Student Engagement** – The source to get your members involved on campus. Here students can learn about upcoming leadership workshops, identify service learning and volunteer opportunities, and check out some of the 400+ clubs and organizations on campus.

<http://wmich.edu/studentengagement>

### **Graduate Assistant Offices**

*RSO Development, Campus Programming, and Fraternity & Sorority Life Office*

131 Bernhard Center

*Campus Engagement and Leadership Programs*

G06 Bernhard Center

### **Student Organization Center**

194 Bernhard Center

Kalamazoo, MI 49008-5356

Phone: 269-387-2115

**Bernhard Center** – A vibrant community center for campus life. Students and community members can visit the Bernhard Center to eat, shop, buy textbooks, use a computer lab, or attend an RSO meeting. <https://wmich.edu/studentcenter>

**Division of Student Affairs (DOSA)** - Envelops the student services area (residential life, student conduct, student activities, recreational sports, wellness, career development, counseling and testing services, multicultural affairs, campus police, Bernhard Center, etc.)

<http://wmich.edu/studentaffairs>

## **OFFICE OF STUDENT ENGAGEMENT PROFESSIONAL STAFF**

Chris Sligh (he/him/his), Director of the Office of Student Engagement (OSE): 269-387-2115

Kate Bates (she/her/hers), Associate Director of Leadership and Volunteer Services: 269-387-2182

Brad Kosiba (he/him/his), Assistant Director for Campus Programming & RSO Development: 269-387-2118

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Abby Wallace (she/her/hers), Assistant Director of Fraternity and Sorority Life: 269-387-2131

Glen Dillon (he/him/his), Assistant Director of Student Media: 269-387-2110

## **RECREATIONAL CENTER STAFF**

Andre Rattray (he/him/his), Assistant Director of Club Sports/eSports: 269-387-3757

Renea Peruski (she/her/hers), Risk Manager of Club Sports: 269-387-3543

## GRADUATE STAFF

Cat March (they/them/theirs), RSO Development: 269-387-2157  
Kendra Coons (she/her/hers), Campus Programming: 269-387-2547  
Gigi Stahl (she/her/hers), Leadership Programs: 269-387-2565  
Colleen McInerney (she/her/hers), Fraternity and Sorority Life: 269-387-2138

## COUNSELING, HEALTH AND SAFETY

**Sindicuse Health Center Counseling Services** - Counseling services for Western Michigan University students. <https://wmich.edu/healthcenter/counseling>

**Counseling and Testing Center** - Professionals are available for students to speak with confidentially with on various personal issues such as substance abuse, eating disorders, obsessive compulsive disorder, stress, etc. <http://www.wmich.edu/healthcenter/counseling>

**The Invisible Need Project** - "The Invisible Need Project works to serve WMU students with unmet needs." <https://wmich.edu/invisibleneed>

**Department of Public Safety (DPS)** - Focuses on four main areas: police, parking services, environmental health and safety, and security administration. <http://www.wmudps.wmich.edu/>

## ACADEMICS AND CAREER

**Academic Resource Center** - "Enhances teaching and learning by enabling a diverse student population to maximize their potential for academic success and excel throughout their experiences at Western Michigan University and beyond." <http://wmich.edu/tutoring/>

**Career and Student Employment Services** - This center can help students find work on campus, assist with finding an internship, provide workshops on the job search process, and undergraduate/alumni job-placement services. <http://wmich.edu/career/>

**Registrar** - This department manages the process for and maintenance of official student transcripts. <http://www.wmich.edu/registrar/>

## DIVERSITY, INCLUSION, AND MULTICULTURALISM

**The Office of Diversity and Inclusion** - "Provides leadership in creating systemic change at Western Michigan University to ensure equitable access, resources and success of all members of the campus community." <https://wmich.edu/diversity/>

**The Multicultural Center** - "Provides the University student population with spaces for study, meetings, projects, and conversation. It also provides information on diversity, ethnic, and cultural issues through speakers, events, exhibits, and displays scheduled by University groups and organizations." <https://wmich.edu/diversity/center>

**Disability Services for Students** - "The mission of Disability Services for Students at Western Michigan University is to make education accessible. DSS advocates for the student to be provided with the appropriate tools to allow that person the opportunity to reach goals and potential. Those tools, academic accommodation or adjustment, facilitate learning while maintaining the integrity of course content and outcomes." <https://wmich.edu/disabilityservices/>

**LGBT Student Services** - "Ensures equitable access for all at Western Michigan University and promotes a campus climate that affirms and supports the academic and personal development

of all students inclusive of their sexual orientation, gender identity and gender expression.”  
<https://wmich.edu/lbgt>

**International Admissions and Services** - This office provides informational, academic, and other resources to Western Michigan University’s international students.  
<https://wmich.edu/internationaladmissions>

## IMPORTANT TERMINOLOGIES AND ACRONYMS

### A

*Allocations* - Refers to funds available to Registered Student Organizations through Western’s financial organizational branches. See ‘WSA,’ ‘GSA,’ or ‘CAB’ for further information

### B

*BC* - Bernhard Center. A centralized location for anything and everything related to campus activities. Includes the Office of Student Engagement, theSOURCE, the Student Organization Center, and more

*Bronco Bash* - Sometimes referred to as ‘Bash,’ this is an annual event organized and executed by the Office of Student Engagement. Registered Student Organizations can rent a free booth to recruit new students, and can volunteer to assist with the event. This is an excellent opportunity for an RSO to engage with Western’s campus community, the greater Kalamazoo community, and beyond.

### C

*CAB* - Campus Activities Board. Plans many campus-wide activities, including concerts, guest speakers, Cookies & Poetry, and more. CAB is also available to collaborate with RSOs for events in terms of staffing, funding, and logistics. [Visit CAB’s website](#) for more information

*Constitution* - A club or organization cannot register with WMU unless they have created a constitution. Constitution outlines, guidelines, and requirements can be found on ExperienceWMU, or in the RSO Handbook.

### F

*FSL* - Fraternity and Sorority Life. Everything related to Greek Life on campus falls under this umbrella

### G

*GA* - Graduate Assistant. The Office of Student Engagement employs several Graduate Assistants to lead events, office initiatives, and daily operations. This year’s Graduate Assistant for RSO Development is Cat March ([ose-rsodevelopment@wmich.edu](mailto:ose-rsodevelopment@wmich.edu) | 269-387-2157)

*GSA* - Graduate Student Association. If you advise an RSO comprised entirely of Graduate Students, the organization is eligible for funding through this allocating body. [Visit GSA’s website](#) for more information

### H

*Homecoming* - During the week leading up to Western’s last home football game, RSOs can sign up to participate in games/activities and win prizes. RSOs can also nominate one of their members to run for Homecoming Court and win a \$500 scholarship

### O

*Online RSO Orientation* - RSOs cannot apply for funding or reserve rooms on campus until their financial officer has completed Online RSO Orientation. The modules can be found in the

'Forms' section of ExperienceWMU. This is a change from previous years, where students attended a series of pre-scheduled in-person presentations throughout the academic year.

*OSE* - Office of Student Engagement Located in Room 223 of the Bernhard Center, this office is the one-stop shop for campus events/activities, RSOs, and students looking to get more involved with their campus community. The OSE is an excellent place to start if your RSO has any questions about policies, procedures, and more.

## **P**

*PNC Bank (on campus)* - Located on the ground floor of the Bernhard Center near Textbook Alley, this bank is commonly used by RSOs to maintain off-campus bank accounts. Though the bank is technically located on campus, because PNC is not affiliated with Western Michigan University, RSOs may open off-campus bank accounts here

## **R**

*Registration/Re-Registration* - Each academic year, RSOs must complete this process to officially register with the University via ExperienceWMU. A club or organization will not be recognized as an RSO unless they have registered. More information about registration can be found in the [2019-2020 RSO Handbook](#). There is an November 1st deadline for student organizations looking to *re*-register, but new organizations are welcome to begin the registration process at any time.

*RSO* - Registered Student Organization. Student organization successfully registered via all processes and procedures designated by the Office of Student Engagement.

## **S**

*SOC* - Student Organization Center. This building, located on the first floor of the Bernhard Center, is the campus hub for student organizations. It includes office/desk spaces (for RSOs to request annually) and a conference room, available as a meeting space for all RSOs

*theSOURCE* - The one-stop shop for graphic design, advertising, and social media resources. Many of theSOURCE's services require payment, but if the RSO you advise is looking for help with graphic design, this is where they should go

*Sustainability Grants* - Western Michigan University offers sustainability grants to Registered Student Organizations whose event/initiative encourages sustainability on campus. Visit the [Sustainability Grant website](#) for more information

## **W**

*WSA* - Western Student Association. This organization allocates funding to Registered Student Organizations. Visit [WSA's website](#) for more information

# ADVISOR PAPERWORK & FORMS

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Below are examples of all paperwork and forms required of, or available to RSOs and their advisors. If, at any point, an advisor wishes to view or fill out a form, they are available at any time via ExperienceWMU.

## REQUIRED PAPERWORK & FORMS

Advisors are required to fill out the following forms, in order to officially register with the Office of student Engagement:

### ADVISOR EXPECTATIONS FORM

This form outlines the expectations laid out between an RSO and their advisor. It requires signatures from both parties. Since this form is officiated through the Office of Student Engagement, advisors and RSOs will be held accountable to the Office via this form. To view the form, please navigate to page 12 of this document.

### LETTER OF INTENT

Advisors are required to sign this letter when an RSO submits their Constitution to the Office of Student Engagement. The letter indicates that you accept your position as an RSO advisor and that you will complete the required Advisor Training Modules within thirty days of signing. To view this form, please navigate to page 15 of this document.

## EVALUATIVE FORMS

The following forms can be completed every academic year, or as needed/requested by the RSO/the advisor.

### ADVISOR EVALUATION FORM

RSO executive board members and non-executive board members will have the opportunity to submit this form to the Office of Student Engagement each academic year. The purpose of this form is to help you as an advisor keep track of your relationship with your RSO. Furthermore, if your students have any feedback on how you can improve as a resource, that information will be included in the form. You may also request more frequent evaluations from your students, if you wish. To view this form, please navigate to page 16 of this document.

### COMPLAINT FORM

Should an issue arise between you and your RSO, this form is available as a reporting method, mediation request, and/or request for action from the Office of Student Engagement. If mediation attempts between you and your students have not been fruitful, this form is an avenue for official action. It can be submitted by an advisor, or by a Registered Student Organization. To view this form, please navigate to page 17 of this document.

# RISK MANAGEMENT POLICIES

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As an advisor, you do not need to have every risk management policy memorized. However, it may be important to have your students refer back to this information (or to have this information on hand) while planning an event/activity.

## VERBAL AGREEMENTS/CONTRACTS

In terms of verbal agreements, ensure that you and your students use language with contractors, agents or acts that is noncommittal, such as, “I’m looking for a quote” as opposed to, “I’m looking to bring you to campus.”

### CONTRACTS

**Overview** - Contracts are a binding agreement between two parties in which each gives something in return for something else. Registered Student Organizations (RSOs) routinely work with contracts for various means such as bringing speakers or performers to campus. In contract law it is extremely important to have your agreement in writing and signed by the parties involved. Courts will generally look at a written contract signed by both parties treating it as a final written expression of the involved parties. **Contracts must be notarized.**

### RELATIONSHIP WITH THE UNIVERSITY

As an RSO, your student group is recognized by Western Michigan University but is not an employee or a designated representative to enter into binding agreements on behalf of the university. Although RSOs cannot act as university representatives, your conduct and decisions reflect on the university so it is important that you conduct yourselves and your affairs in an appropriate manner. When working with third parties and vendors while identifying yourself as a RSO at WMU, the recommendation to avoid the possible misperception as to your group’s authority to act in a contract setting (either with direct or apparent authority) is to say: \_\_\_\_\_ organization is a recognized student organization of the university and does not represent the university. The organization cannot contractually obligate the University. As a (member/officer) of \_\_\_\_\_ organization, I enter into this (Contract/Agreement) on behalf of organization in my role as Pres/Treasurer/etc.

Including language like this, both orally and in writing, helps avoid any possible links between your activity and the university. Given the autonomy of student leadership, you must be willing to take responsibility for your decisions as they apply to yourself and your group. By signing contracts, you and/or your RSO, not the university, will be held accountable.

### STANDARD SECTION OF CONTRACTS

The following information pertains to RSO contracts. You and your students are always welcome to contact the Office of Student Engagement for assistance (particularly the GA for RSO Development: [ose-rsodevelopment@wmich.edu](mailto:ose-rsodevelopment@wmich.edu), or 269 387 2157).

**Description:** Indicates what the contract covers, such as “Contract for T-Shirts”.

**Caption:** Indicates who the contracting parties are and when contract was made.

**Background:** Indicates what each party’s business or purpose is, like “Rick’s T-Shirts located at 101 Main St. is in the retail business of selling t- shirts”

**Duration:** Indicates how long a contract is valid (often found early in document)

**Definitions:** Indicates what the meaning of commonly used words in the contract are like “they” means “Y Club” or “late” means “any promise fulfilled after the expiration of the time



limit agreed to by both parties.” It is important to define terms that have subtle differences in their meaning like “must” (absolute), “shall” (contingent upon), and “may” (permissive).

Obligations: Indicates what each party is responsible for in the contract like “Rick’s T-Shirts shall supply Y Club with 500 t-shirts on September 30 at \$5.00 a shirt. Y Club must pay Rick’s T-Shirts \$2,500 on the date of delivery.”

Operative Provisions: Indicates what other provisions are included in the contract such as any warranties or exclusions that may apply. Often, this is the section of the contract where a disclaimer and limiting language is used to give the party who wrote the contract advantage over the party that signs the contract.

Enforcement Provisions: Indicates the part of the contract that deals with “What happens if…” (someone does not fulfill their end of the agreement, something not in the contract is causing problems, where to go if there is a dispute, what happens if the other party said we agreed verbally but it is not in the written contract).

Closing: Indicates that both parties agree to the contract upon signing the binding document.

RSOs are encouraged to work through contracts with their advisor and the Office of Student Engagement prior to entering into a contract agreement. **It is important that they seek this help before they sign the contract.** If they wait until after they sign the contract, they may create problems for themselves, the advisor and the organization.

#### **Entertainment/Speaker Contracts**

Student Engagement staff members can provide assistance with University entertainment contracts to organizations sponsoring an act. All entertainment contracts funded through the Student Assessment Fee (i.e., GFAC funded, WSAAC funded, etc.) must be reviewed by the Office of Student Engagement. Some contracts may need further authorization from other University entities. Please allow seven to ten business days for review and authorization. The University policy is to not provide checks any earlier than the day of the event.

Complete the following form available at the Office of Student Engagement:

As an RSO you are a student group recognized by Western Michigan University but you are not an employee or designated representative to enter into binding agreements on behalf of the University. This form should be signed and dated by both the RSO Student Financial Manager and the Independent Contractor. Return it to the RSO Financial Advisor along with the Independent Contract, Questionnaire, and Voucher. These forms must be completed prior to the actual event.

Expansive and in-depth information on many areas of finance can be found in the Financial Handbook or in the RSO Handbook.

## **SECURITY**

### **EVENT SECURITY POLICY**

- a. **General Statement of Policy.** Western Michigan University (“WMU”) seeks to ensure the safety of all persons on campus, and to protect all facilities on campus from damage. Proposed events can create a substantial, non-speculative concern about the safety of attendees, the WMU community, and/or the general public, or a substantial, non-speculative concern about potential damage to WMU property. WMU may, at its own cost, provide Department of Public Safety (“DPS”) security services for campus events. When security concerns are present and demonstrable, WMU may also require event sponsors or organizers to pay a portion of security costs deemed necessary to protect attendees and WMU property. Event organizers also may request security at an event but it is not required.

- b. **Factors for Assessing Security Costs.** In determining the amount of such costs to be charged to the event sponsor, the University will consider only the following content neutral, objective criteria:
  - i. a reasonable estimate of the number of anticipated attendees;
  - ii. the proportion of program participants/attendees who are expected to be and who are members of the WMU community;
  - iii. the venue in which the event is to take place;
  - iv. maximum occupancy limits;
  - v. the number of event staff present;
  - vi. the time of day, and day and date of the week, that the event is to take place;
  - vii. the planned duration of the event;
  - viii. whether tickets are required for attendance, the proceeds for which might be used to defray security costs; and
  - ix. the amount of cash anticipated to be present at the event;
  - x. whether alcohol will be served; and
  - xi. the general format of the event.
- c. **Prohibited Considerations in Assessing Security Costs.** Criteria that shall not be used in the determination of security costs to be charged to the event sponsor include:
  - i. any viewpoint(s) expected to be expressed at the event; or
  - ii. any reaction expected in response to the viewpoints expressed.
- d. **Amount of Security Costs.** The costs for DPS security staffing may vary, depending upon such considerations as whether the event will occur on a weekday or weekend, during the day or evening, etc. Please contact DPS to obtain the cost per hour (or overtime hour) for security personnel. There is no minimum number of hours required for use of security personnel. These costs may be updated at the beginning of each academic year by the DPS. These costs are limited to the direct expenses incident to providing the security services.
- e. **Written Assessment.** If security costs are assessed, DPS will, sufficiently before the scheduled event for the appeal process described below to be completed, provide the event sponsor or organizer a written summary of DPS review of criteria and costs, and an explanation for the determination.
- f. **Additional services upon request.** Individuals or RSOs may contact DPS to request security services outside of regular DPS patrols for a particular event. Generally, these services must be requested a minimum of ten (10) days prior to the planned event. Requests made less than 10 days prior to the date of use will be considered, where possible, where exigent circumstances, such as reacting to breaking current events, necessitates less advance notice. A reasonable fee will be charged. This fee must be paid in advance by cash, certified check, money order, or by a campus financial transaction. Subject to appeal, WMU will make the determination on the number of officers needed for a scheduled event to maintain campus safety and security.
- g. **Appeal.** A person or RSO that disagrees with an event security decision may appeal the decision, including the amount to be charged, to the WMU Vice President for Business and Finance and Vice President for Student Affairs by providing written notice to the Vice President for Business and Finance or the Vice President for Student Affairs on or before the third (3rd) business day when WMU is in session after the date the person or RSO is notified of the decision being appealed. The notice of appeal must contain the person or RSO's name and address, a brief description of the decision being appealed, the person or RSO's reason for appealing, and the date the person or RSO received notification of the decision being appealed. When timely notice of appeal is received, the appealing party shall have an opportunity to meet with the Vice President for Business and Finance and Vice President for Student Affairs, or their representatives, prior to receiving a decision on the appeal. The appealing party shall be notified of the date and time of the meeting at least one (1) business day in advance. In considering the appeal, the reviewing parties will review whether the assessment is necessitated by the existence of a non-speculative concern about safety and property damage,

reasonable in light of the reviewers' conclusions, and content-neutral. The University will consider appeals promptly and issue a decision within two (2) business days from the meeting with the appealing party.

## **PHYSICAL AND EMOTIONAL RISK**

### **WMU HAZING POLICY**

No RSO shall conduct hazing activities. Hazing activities are defined as: any action taken or situation created, whether on or off campus, for the purpose of initiation or affiliation with any University organization or team which jeopardizes the physical and/or mental well-being of an individual; embarrasses, frightens, degrades an individual; or is illegal.

As per the WMU Student Code, Article IV, B. 10, hazing is defined as any act which endangers the mental or physical health or safety of a person, embarrasses, frightens, or degrades a person or which destroys or removes public/private property, for the purpose of initiation, admission into, or affiliation with, or as a condition for continued membership, in a group, organization or team. The expressed or implied consent of the alleged person against whom the actions have been taken will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts-they are violation of this rule. In addition, according to the state of Michigan's "Garret's Law," senate bill #783, hazing may result in criminal prosecution resulting in fines and imprisonment.

Hazing can also be defined as any action or situation which intentionally or unintentionally endangers a student seeking admission into or affiliation with any student organization. In addition, any other activities which are not consistent with policy, law or the regulations and policies of the educational institution will constitute hazing. Hazing is in direct opposition to the educational mission of the institution.

*Information used by permission from the Texas education code and Texas Tech University student affairs handbook.*

### **UNIVERSITY SEXUAL ASSAULT AND MISCONDUCT POLICY**

For complete policies, please visit: <http://www.wmich.edu/equity/sexualmisconduct>

There is also a [resource guide available via the Office of Institutional Equity](#).

This is a vital document to review as advisors are mandatory reporters. As the OIE explains:

“Under Title IX, certain classifications of employees are known as ‘responsible employees’ and are obligated to report all known details of an incident to the campus Title IX Coordinator. Responsible employees include all faculty members, instructors, graduate assistants, administrators, supervisors, advisors, residence life and student affairs staff, coaches and their staff, public safety officials and others as designated in the policy. There are several ways to report sexual misconduct. You can use more than one option for reporting or you can select the one with which you are most comfortable, but it’s important to report what you’ve experienced, witnessed or heard.”

Specific information on how to report can be found at the link above.

# APPENDIX A: FORMS

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## Advisor Expectations Form

This form is a tool to be utilized to establish a clear set of expectations between a Registered Student Organization and its advisor. This form must be completed and submitted to the Office of Student Engagement (OSE).

Name of RSO: \_\_\_\_\_ expects our advisor, \_\_\_\_\_, to comply with all University policies, rules, and regulations, as well as with the rules, regulations, and standards of our organization. Furthermore, we expect our advisor to uphold the values of Western Michigan University and the values of our RSO.

We expect our advisor to be available via the following contact method/s (check all that apply):

- Email
- Phone – text
- Phone – voice call
- In-person office hours, located at \_\_\_\_\_ on these dates/times: \_\_\_\_\_

Our advisor will respond to communications within the following time frame, unless there are extenuating circumstances such as injury, illness, or emergency:

\_\_\_\_\_

If our advisor knows they will have difficulty responding to communications at any point due to external commitments, we expect them to notify us at least \_\_\_\_\_ days/hours in advance.

In turn, we agree to be available to our advisor via the following contact method/s (check all that apply):

- Email
- Phone – text
- Phone – voice call
- In-person office hours, located at \_\_\_\_\_ on these dates/times: \_\_\_\_\_

We will respond to communications within the following time frame, unless there are extenuating circumstances such as injury, illness, or emergency:

\_\_\_\_\_

If we know we will have difficulty responding to communications at any point due to external commitments, we will notify our advisor at least \_\_\_\_\_ days/hours in advance.

Our advisor will act as an advisor and not a supervisor. We will value and respect their advice, but are not contractually obligated to follow their suggestions. We will handle all conflict management between our advisor and ourselves within our RSO. If the grievances at hand are disrupting RSO operations and

damaging our relationship with our advisor and each other, the Office of Student Engagement may intervene to mediate the situation. Significant and disruptive grievances should be reported to the OSE via the Advisor Complaint Form.

Listed below are the mutually agreed upon expectations that will guide our advisor-advisee relationship (please be as detailed as possible):

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Finally, we expect our advisor to be receptive to feedback and to understand that their advising style may change to benefit our RSO as the organization grows, evolves, and changes leadership. In return, members of our RSO will be receptive to feedback and understand that our advisor has experience, knowledge, and insight that will help us grow as an organization and as individuals. We will cultivate mutual respect between our advisor and our organization.

List any further comments/expectations in the space below, if necessary:

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RSO Exec Board Signatures:

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

Advisor Signature: \_\_\_\_\_

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

# Letter of Intent

Date

To the Office of Student Engagement:

I, \_\_\_\_\_, do hereby express my intent to serve as the advisor to the \_\_\_\_\_ [NAME OF RSO] Registered Student Organization for the 2020-2021 (or current) academic year or until resignation, removal, or disbandment of the organization. I understand that as an RSO Advisor, I am required to comply with any and all rules and regulations from the Office of Student Engagement and Western Michigan University. I promise to uphold University values and to support students within the organization to the best of my abilities. I will allow the students to take the lead in determining the nature of our relationship and my role as an advisor. I will provide support and guidance to my students, to the best of my abilities, and will be attentive to the RSO's needs. Furthermore, I understand that I will be required to complete the annual RSO advisor trainings within thirty (30) days of signing and submitting this letter.

Please fill out the following information:

Current Position Title: \_\_\_\_\_

Experiences/skills relevant to RSO:

By signing below, I acknowledge that I have read and understood all the above information.

Signed,

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

Your Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

## Advisor Evaluation

Name

Name of RSO

Name of Advisor

Below are several questions regarding the performance of your advisor this semester/year. Your responses will be used to provide feedback to your advisor and on the RSO advisor requirement.

Please indicate how you feel about the following phrases on a scale from 1 to 5, 1 being strongly disagree and 5 being strongly agree.

Our advisor upheld the expectations agreed upon in the advisor agreement form

Our advisor was able to navigate WMU and OSE policies and procedures

Our advisor is knowledgeable on our RSO, its policies and procedures, and National Office (if applicable).

Our advisor is easy to communicate with and responded to communications within the agreed upon time frame.

Our advisor is a valuable resource that helped us reach our organizational goals

Our advisor provided constructive feedback and helped our RSO grow

Our advisor provided support to our organization and its' members when challenges arose

Please leave any other comments regarding your advisors' performance this past year:

[Checkbox] I allow this evaluation to be shared with our advisor if they want to see it.



# Advisor Complaint Form

Complaint made by:

Name of RSO:

Name of Advisor:

Contact Information:

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

Date:

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## Nature of Complaint (Check All that Apply)

- |  |  |
|--|--|
| <input type="checkbox"/> Discrimination                                      | <input type="checkbox"/> Neglecting Advisor Duties         |
| <input type="checkbox"/> Harassment/Bullying*                                | <input type="checkbox"/> Violation of Advisor Contract     |
| <input type="checkbox"/> Harassment (Sexual)*                                | <input type="checkbox"/> Overstepping Role as Advisor      |
| <input type="checkbox"/> Failure to Comply with University Policy/Procedure* | <input type="checkbox"/> Favoritism/Preferential Treatment |
| <input type="checkbox"/> Promoting harmful RSO culture                       | <input type="checkbox"/> Contact/Communication Issues      |
|  | <input type="checkbox"/> Other: _____                      |

\*Note: this type of complaint violates University policy and may have legal implications. The complaint will be reported to the appropriate University officials (ex: Title IX Coordinator).

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## Complaint Details\*:

\*Don't forget to attach documentation, if possible. Documentation will help the OSE investigate the complaint in a timely manner.

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## Desired Action Outcomes

Examples of desired actions: Mediated conversation between advisor & an employee of the Office of Student Engagement, removal of role, additional action by University and/or police, sensitivity training workshops, review of advisor expectations & training modules, etc., etc.

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**Form Accepted by:** \_\_\_\_\_  
**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_