

Suffolk University

EVENT ADVISOR INFORMATION & CONSENT FORM

Required for all off-campus events and high-profile or high-risk on-campus event (as determined by the Program Advising Center)

An Event Advisor's responsibilities include:

1. Obtaining and being familiar with the program itinerary.
2. In the case of an off-campus event, picking up and holding the Release of Claims/Travel Waiver Forms and the Risk Management Memo (prepared by the Office Coordinator) for the duration of the trip.
3. Contacting the Office of Student Activities and Service Learning and University Risk Management in case of emergencies. The on-campus offices will be responsible for getting in touch with the students' emergency contact.
4. Acting in the capacity of a college official. If a concern arises that cannot be addressed by the organization's President (or designated trip leader), the advisor should assist.
5. Serving as a role model to the organization's leaders and members, emulating those characteristics and behaviors they need to develop. Restrain from practices that might compromise one's judgment or ability to make decisions on behalf of the group (e.g., drinking, excessive contact with/disclosure to students).
6. Reporting any student misconduct to the Office of Student Activities and Service Learning staff (i.e., the organization's Program Advisor) upon return.
7. Making suggestions as how the trip or event can be improved and whether the organization should host/plan a similar event in the future.
8. Being present throughout the duration of off-campus programs where alcohol is being served and/or off-campus guests are allowed. For conferences and trips, advisors need not be with the students at all times, but should work with the student leader and the Program Advisor to determine adequate time to spend with students.

Any costs associated with the advisor (e.g., tickets, lodging, meals) is borne by the organization and should be included in their preliminary budget outline. It is generally accepted practice that an advisor would also receive a guest ticket.

Your signature on this form indicates that you have agreed to serve as a Trip advisor for _____ (*Student Organization/group*) during _____ (*trip/event*) and that you understand responsibilities this role entails.

Full Name: _____ Title: _____

Campus Phone: _____ Campus Address: _____

Cell Phone or number during trip: _____ E-mail Address: _____

Signature: _____ Date: _____