



California State University, Sacramento Office
for Equal Opportunity
6000 J Street • Del Norte 2005
Sacramento, CA 95819-6139
T (916) 278-5770 • Email equalopportunity@csus.edu

What Every Student Club/Organization Advisor Needs to Know about Title IX and Reporting Obligations

Sacramento State takes reports of sexual misconduct seriously, and it is important that advisors for clubs and organizations know about their reporting obligations. Given their position, advisors may be the first point of contact when a student reports an incident of discrimination, harassment, sexual harassment, sexual misconduct, sexual exploitation, dating/domestic violence, or stalking and retaliation.

The President of Sacramento State has designated the Office for Equal Opportunity the authority to oversee the administration of all of the University's civil rights – the related policy, is currently known as [Interim CSU Policy Prohibiting Discrimination, Harassment, Sexual Misconduct, Sexual Exploitation, Dating Violence, Domestic Violence, Stalking, and Retaliation](#) (Revised December 24, 2021).

Under the current policy, Article V.A, “Any Employee who knows or has reason to know of incidents that may violate this Policy has a duty to promptly report to the Title IX Coordinator/Discrimination, Harassment, Retaliation ("DHR") Administrator, who are the campus officials designated to receive these reports. These Employees are known as Responsible Employees and are required to disclose all information available, including the names of the Parties involved, even where the person has requested anonymity.”

Pursuant to Interim CSU Policy Prohibiting Discrimination, Harassment, Sexual Misconduct, Sexual Exploitation, Dating Violence, Domestic Violence, Stalking, and Retaliation, advisors and students who are employees of the University are required to immediately report these types of incidents to the Title IX Coordinator's office at **(916) 278-5770**. The document “Tips for Responding to a Disclosure” is attached to the notice as a way to provide advisors with guidance on how to sensitively and effectively respond to a disclosure from a student.

Sacramento State recognizes that some advisors are volunteers who do not have an employment relationship with the University. The University strongly encourages these advisors to also promptly report disclosures of discrimination, harassment, sexual misconduct, sexual exploitation, dating violence, domestic violence, stalking, and retaliation to the Office for Equal Opportunity.

Even if a student does not wish to participate in the current Interim Policy process, the University must still ensure that students are aware of their resources including the right to counseling, academic assistance, victim advocacy, and safety measures. By failing to report an incident to the appropriate campus office, an advisor may inadvertently 1) fail to make sure the student receives the assistance they need and 2) stop the University from taking preventative measures to address potential danger to the campus community.

Together we can keep Sacramento State safe! For additional information on Sacramento State's efforts to eliminate sexual misconduct, and support and reporting options for victims of sexual misconduct, please visit <https://www.csus.edu/title-ix/>.