

Club Advisor Agreement Form

Responsibilities and Role of Student Organization Advisors

In assuming the role of student organization advisor, it is inherent that the advisor has accepted and agreed to fulfill these responsibilities in the manner listed below and must agree to:

- Read and be familiar with the Club Handbook. It is updated year to year.
- Make sure your club is informed and aware that a club representative needs to attend the Student Government meeting a minimum once per month.
- Take an active role in advising the student organization.
- Attend **all** organization meetings and events, or find a suitable replacement faculty/staff when needed.
- Offer guidance to the organization on goal setting, organization management, program planning, problem solving, and group evaluation.
- Promote student involvement in the operation of the club.
- Know the general purpose of the organization and be familiar with all provisions outlined in the organization's constitution and By-laws.
- Meet with the organization leadership on a regular basis (at least once each month is recommended as the minimum requirement).
- Remain informed of all activities sponsored by and conducted by the student organization and attend all on-campus events.
- Advisors are required to attend and chaperone the various on-campus and off-campus events of the student organization they advise, held during and after normal business hours. Advisors should arrive at least one half hour before the event and remain until the dissipation of the crowd.
- Not all faculty or staff members have a schedule that permits chaperoning off campus/trips activities; therefore it is up to the club members to determine who will serve as a chaperone.
- Know the officers and number of current members of the organizations. (Keep electronic files with contact information)
- Know the organization's process for obtaining new members.
- Be knowledgeable about and adhere to College policies and procedures which pertain to student organizations and inform club members on their responsibility to do the same.
- Be familiar with parliamentary procedure.
- Ensure the Club is sending minutes to Student Activities Office (Room W112) & Student Government (Room W111)
- Sign off on Payment Request Forms
- Sign off on Event Reservation Forms which are emailed as an attachment to the Director of Student Activities.

All organization contractual agreements and/or financial transactions must be approved by the Director of Student Activities prior to arrangements being made. **No student, student organization or advisor is authorized to enter into any contractual agreement or sign contracts for any service or entertainment booking at any time, for any reason. Anyone found in violation of this policy will be held personally responsible for any financial obligations and will be subject to further sanctions by the SGOV, the Director of Student Activities, and the Dean of Students and/or College Management.**

Club Name: _____

Name of Club Advisor: _____

Club Advisor Signature: _____

Date: _____