



# Student Organization Advisor's Agreement

**Agreement contract for student organization advisors**

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Academic Year \_\_\_\_\_

Student Organization: \_\_\_\_\_

Thank you for choosing to be an advisor to a student organization. As an advisor to a student organization, you have the unique opportunity to assist students in developing their ideas and leadership skills. Please review this agreement before signing below:

- Advisors will be sufficiently knowledgeable of the governing documents, purpose and activities of the student organization to advise the members of their actions and the possible consequences of illegal or irresponsible behavior.
- Advisors have the primary responsibility for understanding, interpreting, and applying all campus rules and regulations as they apply to campus facility use, organizational programs and scheduled activities both on and off campus.
- Advisors are to provide assistance for assessment and constructive review of programs and funding proposals for student programmers.
- Advisors have fiduciary responsibility over all of the student organization accounts and finances. Advisors are to be familiar with college district accounting procedures. Advisors must be one of the signatories on all of the student organizations Trust accounts.
- When sponsoring an off campus activity, advisors are to be familiar with campus policies/procedures regarding student travel. An Advisor must be present at all off campus activities.
- Advisors are to review, approve and sign all of the organization's Facility Use Form requests and forward them to the Student Activities office for processing.
- Advisors will oversee the organization's elections to ensure open and fair elections.
- Advisors will verify student organization officers eligibility according to the Associated Students Standing Rules, Article V, Section H.
- Advisors are to attend all student organization meetings and events both on and off campus.

Signature Faculty/Staff Advisor(s).

\_\_\_\_\_  
Signature of Advisor

\_\_\_\_\_  
Print Name of the Advisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of the Advisor

\_\_\_\_\_  
Print Name of the Advisor

\_\_\_\_\_  
Date