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 & District policies & procedures that apply to operating a student organization.

- Advisors will attend an orientation held by the Student Activities office to become familiar with campus & District policies & procedures as they apply to student organizations before Trust funds of the organization may be used.

- 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 will 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 will attend all student organization meetings and events both on and off campus.

________________________________________________________  ______________________
Signature of Advisor                      Print Name of the Advisor                      Date

________________________________________________________  ______________________
Signature of the Advisor                      Print Name of the Advisor                      Date

Revised 06/2012