



Office of Student Activities  
235 Caine Student Center  
(517)264-3811

## Advisor Agreement Form

Organization Name: \_\_\_\_\_

Student involvement in campus organizations provides an opportunity for students to develop leadership and organizational development skills. This involvement also complements their educational objectives with important out-of-class activities by exercising basic freedoms and learning about human behavior. In support of these objectives, it is important that persons with experience in organizations be available to assist students in their organizational endeavors.

While the range of activities of student organizations is diverse, the assistance advisors can give organizations by being responsive to students' questions on procedural matters, College policies, financial matters, and so on, can help advance the basic reasons for recognizing student organizations at Adrian College.

All recognized student organizations must have a faculty or staff advisor. In special cases, the Director of Student Activities will direct certain organizations to use an appropriate advisor. These persons may be chosen because of their capabilities in a specific area. In such cases, the student organization shall follow the guidelines of the advisor assigned. In all other cases, the organization may choose an advisor according to constitutional requirements.

### Responsibilities of an Advisor to the College

1. The advisor to a student organization must be familiar with College policies and regulations and the particular organization which he/she advises.
2. Adrian College recognizes that the definition of the role of advisor to a student organization is that of consultant or resource person. Therefore, with the assumption and completion of the duties and obligations outlined herein, he/she should be assisting the organization's members be accountable for their conduct.
3. Because scholastic success is important to the College's mission, the advisor may wish to work closely with the students concerning their academic progress.

### Responsibilities of Advisors to Recognized Student Organizations

1. Maintain regular contact with officers and members.
2. Assist in scheduling meetings. Serve as a resource person at executive and regular meetings. Attend functions of the organization.
3. Assist with the formulation and/or revision of the organization's constitution and bylaws.
4. Encourage and assist the organization to plan active and significant programs. Work with the officers to promote efficient and effective administration of the organization.
5. Assist the treasurer in maintaining accurate accounting procedures and in formulating an annual budget.
6. If it is necessary for an advisor to resign his or her position as advisor, he or she shall notify the organization and the Director of Student Activities.

#### Advisor Agreement Statement:

I have read and understand the above information. I accept these terms and conditions for \_\_\_\_\_ student organization.

Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Advisor Name (print) \_\_\_\_\_