



Student Senate

Student Affairs Committee

ADVISOR AGREEMENT FORM

Registered Student Organizations (Clubs) have access to two different types of advisor. In addition to working with the Center for Student Leadership advisor, clubs also have the opportunity to work with a Faculty/Staff Advisor.

Club Name: _____

Academic Year: _____ - _____

Role of Faculty-Staff Advisor:

- Utilize expertise to help determine and support events and programs that may be helpful in advancing their Club's purpose
- Network and make connections with appropriate speakers, groups and other resources who would be valuable sources of support to the Club
- Act as a communication medium to their respective departments/offices relaying the status and endeavors of the Club
- Encourage student involvement in the academic curriculum
- Support assigned Club(s) in understanding and maintaining University policies and procedures
- Assist the Center for Student Leadership in developing the group - and its individuals' - leadership skills

Advisor Information:

Name: _____

Title: _____

Department: _____

Email: _____

The following expectations are to be negotiated between the advisor and the club/organization. Please check off all expectations the advisor is willing to commit to. Make one copy for both the organization's President and the advisor.

- Attend all meetings
- Meet with the President/Chairperson before/after meetings
- Attend a specified number of club/organization events
- Speak up during meetings with relevant information
- Challenge group members/officers to think creatively and openly
- Take an active part in formulating the goals of the group
- Take an active part in facilitating the development of group goals
- Promote group activities to other faculty/staff
- Other (please list) _____

A faculty/staff member must agree to serve as the faculty/staff advisor to the organization during the academic year indicated. A full-time University faculty or staff member must be selected and agree to the responsibility of the role as a faculty/staff advisor. In addition, the advisor should agree to support this student-driven organization, as well as to work with the organization's officers in maintaining University policies and procedures as outlined in the ASSCU bylaws and other University sources.

Role of CSL Advisor:

- Assist in implementing and supporting of the Center for Student Leadership advising philosophy
- Assist students in their understanding of Club Rights and Responsibilities
- Provide assistance with the Club Registration Process
- Counsel Clubs in event planning, presentation and evaluation
- Counsel Clubs on organizational management issues (fiscal planning, conflict resolution, budget management, staffing, etc)
- Provide leadership education and skill-building sessions for student organizations, upon their request
- Provides signatory authorization for all agreements and contracts
- Assist ASSCU in its oversight of Clubs to ensure accurate club management
- Aid Clubs in reviewing, understanding and following policies and procedures
- Work collaboratively with the University departments and faculty/staff advisors to ensure a high quality standard of service and advisement

Signatures:

Faculty/Staff Advisor:

I have met with the club and discussed the expectations and will fulfill these to the best of my ability.

Faculty/Staff Advisor's Signature

Date

Center for Student Leadership Advisor:

I have met with the club and discussed the expectations and will fulfill these to the best of my ability. I have also reviewed all registration materials to ensure compliance and accuracy.

CSL Advisor's Signature

Date

Any Questions? Comments?
Please Email the Student Affairs Committee Chair,
at SACChair@scu.edu