Organizational Advisor Agreement

I, __________________ as the faculty advisor for the organization, __________________, understand that I am the University’s representative within the organization, and that I am expected to give reasonable and sound advice to my organization regarding programs, use of facilities, and operational procedures. My expectations are established by my group’s constitution or by-laws. The organizational representative, __________________, and I have discussed what is expected of me.

They are as follows (check all those that apply):

☐ Work with the students to identify the group’s goals.
☐ Be aware of the organization’s national structure (if applicable).
☐ Know the organization’s constitution and/or by-laws.
☐ Attend as many regular and executive meetings as possible.
☐ Stay informed of the proceedings.
☐ Encourage the organization to follow all University rules as well as local, state, and federal laws.
☐ Insure that the organization renews its yearly registration form with the CSI and fulfils other procedural requirements.
☐ Assist the officers in correcting concerns, if necessary.
☐ Identify any problems and assist in correcting any financial issues.
☐ Provide constructive criticism, as well as positive feedback, when necessary.

Additional duties:
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Note: The association between an advisor and his/her organization should continue as long as both parties believe the relationship is productive and mutually satisfactory. When such a relationship no longer exists, the advisor should resign and/or request a replacement.

__________________________________________________________
Student Organization Advisor (Print)  
Student Organization Advisor Signature  Date

__________________________________________________________
Organizational Representative (Print)  
Organizational Representative Signature  Date