RECOGNIZED STUDENT ORGANIZATION ADVISOR AGREEMENT FORM

Disclaimer: For internal organization use only between RSO Advisors and Student Leaders. This form must be completed and at least annually, or when an advisor change occurs during the academic year.

Full Recognized Student Organization Name	
Organization President Name(s)	
Organization Treasurer Name(s)	
Faculty/Staff Advisor Name	
Optional Co-Faculty/Staff AdvisorName(s)	

The members of this organization hereby select the above named as our Advisor(s) for the current academic year.

The Office of Student Involvement encourages Recognized Student Organization advisors to play an active role in the organization and the personal and professional development of its members. However, for different organizations the level of involvement may differ based on their specific needs. At the minimum, a student organization should expect the following from their advisor:

- Meet with and/or consult the executive board on a regular basis.
- Provide guidance to individual members, helping them to understand their leadership roles.
- Assist in setting realistic goals related to the organization's mission.
- Provide continuity for the organization from year to year.
- Become familiar with University policies and procedures, serving as a resource for students.
- Attend workshops and trainings throughThe Office of Student Involvement as necessary.

Please review the following expectations for Recognized Student Organization Advisors
**Expectations are not limited to what is listed below. Attach separate sheet if necessary.*

☐ Assist students in developing strategies and goals that provide for member ownership, feedback and involvement.

☐ Be aware of the student organization's constitution, bylaws, and policies, and assist the group in updating these documents and setting goals when necessary.

☐ Assist the student organization in program development and planning, including assisting organization in managing liability and risk.

☐ Encourage students to understand and apply democratic principles, including recognition of minority opinions and rights.

☐ Encourage the officers and individual members to preserve the continuity of the group by keeping records to document the group's history and providing transition activities for new officers.

☐ Encourage the organizational leadership to attend leadership development opportunities.

☐ Attend as many organization meetings and events as possible.

☐ Be familiar with and articulate campus policies and procedures.

- [ ] Be a facilitator among both officers and between officers and members.
- [ ] Be familiar with the national organization structure and services, if relevant.
- [ ] Be a resource for students especially in regard to understanding campus policies, regulations, and services.
- [ ] Consult with other campus departments when problems arise with the student organization.
- [ ] Help clubs operate within State and County laws, as well as campus policy. Also the advisor is responsible for ensuring that all club activity conforms to the educational mission of the college.
- [ ] Help students maintain their recognition status.

Refer to the Recognized Student Organization (RSO) Handbook on the Student Involvement website or obtain a copy from The Office of Student Involvement for further information.

The above expectations and responsibilities may be reconsidered at any time based on the needs of all parties. It is recommended that the officers and advisors of the organization maintain a copy for their records. Any disagreements arising from this document or the expectations contained within it that cannot be resolved between the organization and advisor should be directed to the professional staff in The Office of Student Involvement.

RSO Student Leader Signatures:

I have met with our RSO Advisor(s) and discussed the shared expectations and responsibilities.

RSO President Signature(s) Date

RSO Treasurer Signature(s) Date

RSO Advisor Signature(s):

By signing my name, I am agreeing to serve in an Advisor capacity for the current academic year for the above stated Recognized Student Organization. I have met with the RSO Student Leaders and discussed the expectations and responsibilities and will fulfill these to the best of my ability.

Advisor Signature Date

Optional Co-Advisors Signature(s) Date