



2008-2009 Registered Student Organization Advisor Agreement
Office of Student Activities

In requiring registered student organizations to have advisors, the University assumes that advisors will take an active role in the organization. The nature and style of that role is left to the determination of the organization and its advisor. The student organization advisor is primarily responsible for providing advising and guidance for the organization and to act as a resource person.

The duties and responsibilities of the advisor include, but are not limited to, the following functions:

1. Having a concern for the ongoing function of the organization. This includes attending meetings or reading the meeting minutes and being familiar with the group's constitution.
2. Scheduling specific times during which the organization members may consult with you.
3. Serving as a resource person for planning events and programs, resolving issues confronting the group and orienting new members and officers.
4. Encouraging the organization to function within University guidelines and to not condone any activity that does not keep with the letter and spirit of University policy. Each advisor should be knowledgeable about University policies and keep current copies of the *Student Handbook* and *Selected Policies Manual* as valuable resources in understanding these policies.
5. Being aware of the organization's financial status and encouraging the maintenance of accurate financial records.
6. Encouraging the learning process by remembering that it is the students' organization and they are free to make their own decisions.
7. Attending meetings of the organization advisors when requested by the Office of Student Activities.
8. Providing a signature for all contracts as well as any other documents requiring an advisor signature.

Name of Student Organization (s): _____

Advisor: _____
Name

Signature

Email Address

Campus Phone

By signing this agreement, the WU faculty/staff member certifies that s/he will fulfill the duties of a registered student organization advisor to the best of his/her ability and that s/he has read the *Student Travel Procedures for the Advisor/Coach*.