

# ORGANIZATIONAL HANDBOOK AGREEMENT FORM

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## *Learn • Lead • Serve • Respect*

“We, the undersigned, belong to the organization \_\_\_\_\_, and we commit ourselves and our organization to understanding and following not only the policies set in place by the university and the Office of Student Activities, but also abiding by all of the information provided within the text of the 2023-2024 Organizational Handbook. We understand that the information we have obtained from this handbook was established to help our organization and its members stay safe and to be productive as we strive to be successful citizens and scholars of Upper Iowa University. We realize that we are responsible for making sure all of our members are aware of the information that is mentioned in the Organizational Handbook and that it establishes the foundation of our organization’s efforts toward our own goals and objectives. If we ever have any questions regarding a policy or procedure, we will contact our advisor, another University staff/faculty member, or the Office of Activities to aid us in finding an answer before taking action.”

*Please note that all the officers and the advisor of the organization are REQUIRED to read & understand the Organizational Handbook and to acknowledge this understanding by signing this form. It is the responsibility of the officers and the advisor to make sure members of the organization are aware of the information in the Organizational Handbook. All organization members are strongly encouraged to read & understand the handbook as well; however, it is not a requirement.*

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|-----------------------------|--|
| <b>Name of Organization</b> |  |
| <b>Year</b>                 |  |

### **Officer Signatures** *(required)*

| <b>Officer Name &amp; Position</b> <i>(please print)</i> | <b>Signature</b> | <b>Date</b> |
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| <b>Advisor:</b>  |                  |             |