

STUDENT ORGANIZATION ADVISOR AGREEMENT



Student organizations at Upper Iowa University are required to have an authorized full-time university representative (either a faculty or staff member) as an advisor to be recognized by the university. The advisor serves as a counselor and guide to help facilitate growth within the organization. He/she assists the students in achieving their organizational goals and ensures that the group functions within all guidelines and procedures.

I, _____ have agreed to serve as advisor of the _____ organization and agree to accept certain responsibilities on behalf of the student organization and Upper Iowa University. These responsibilities include, but are not limited to the following:

Responsibility to the University (these include, but are not limited to the following):

1. To be certain that he/she or an authorized university representative (full-time faculty or staff member) is present at scheduled events. This also includes any activity involving travel.
2. To be certain of the content and manner of all scheduled programs, to ensure that they are presented in good taste and that they are within university policies and procedures.
3. To communicate relevant university policies, regulations, and procedures to the organization.
4. To communicate and explain federal, state and local regulations which are applicable to the functions and activities of the organization.
5. To meet with the Director of Student Activities, as needed, to review and discuss any problems, ideas, and/or suggestions.

Responsibility to the Group (these include, but are not limited to the following):

1. There must be educational and personal development opportunities for the students who participate as members of a student organization.
2. The programs planned must justify the expenditure of students' time, abilities, energy, and money.
3. To assist the organization in monitoring the organization's account and fundraising activities.
4. The advisor should be knowledgeable and well informed about all plans and activities within the group. This may be achieved through regular attendance at meetings and/or frequent consultation with student officers.
5. To maintain contact with relevant university officers and to help in communication with the national organization office if an affiliation exists.
6. The advisor should discourage domination of the group by any individual or faction.
7. The advisor is responsible for providing long-term continuity within the group, and should be familiar with its history, including major changes in the organization's programs.
8. The advisor should assist in the orientation of new officers.
9. The advisor is expected to attend the events sponsored by the group and to assist in setting the tone of the occasion.
10. The advisor should provide direct assistance in the planning and evaluation of programs.
11. The advisor should assist in promoting student interest in evaluating programs.
12. The advisor should assist the group in setting realistic goals and objectives yearly.
13. To promote respect amongst all groups.

Responsibility to the Individual (these include, but are not limited to the following):

1. The advisor should encourage each individual to participate and get involved in group meetings and events.
2. Group members may need guidance as they try to decide to what degree they should participate in activities. The advisor should assist students in maintaining a balance between the academic and co-curricular aspects of student life.
3. The advisor should always keep the best interest of the student in mind and encourage them to develop and grow through their involvement in the organization.

By signing this agreement form, you understand and accept the responsibilities outlined above as a student organization advisor.

Advisor Name (Please Print)

Organization

Signature/Date

Director of Student Activities/Date