

STUDENT ORGANIZATION ADVISOR COMMITMENT FORM

I agree to serve as the faculty/staff advisor for: _____

Club Name

I agree to serve in this role for the full 2023/2024 academic year. This may include but is not limited to the following responsibilities:

1. Attending advisor training at the beginning of the school year.
2. Communicating college policies and procedures to ensure successful events.
3. Attend all club events.
4. Signing appropriate club forms as needed, including requests for vehicles.
5. Assisting the organization in the planning of events as needed.
6. Facilitating the growth and development of the students. This includes offering guidance and support to the students as needed.
7. Contributing to the continuity and longevity of the group from year to year.
8. Tracking items purchased each fiscal year (including updated balance) along with the Treasurer.

While advisors are encouraged to attend meetings, trainings, and conferences held by the OSE and the SGA, student leaders MUST be in attendance as well. Advisors should not attend anything in place of student leaders on the behalf of their organizations. This includes budget hearings held at the end of each year.

Please note the following policies:

- Neither student leaders or advisors are permitted to sign any contracts on behalf of their organizations. All contracts must go through the OSE.
- Reimbursements are not permitted. All requests for supplies must be placed through the NEST.

I acknowledge that I have read and agree to the above information.

Advisor Name

Advisor Signature

Date