
STUDENT ORGANIZATION ADVISOR AGREEMENT FORM

Office of Student Activities & Campus Programs, Springfield College

Successful, enduring relationships between advisors and student organizations are reflective of the advisor's acknowledgment and acceptance of their positions as role models and educational leaders for our students. As a way of fostering and nurturing such relationships, advisors are encouraged to view their work with student organizations as an additional opportunity to fulfill those societal and professional objectives which initially attracted them to the field of education. Therefore, service as an advisor entails both transmitting significant educational, social, and cultural values as well as creating an environment in which students can enhance their educational training and personal development.

I accept THE DUTIES OF ADVISOR for _____ as follows:
(name of student organization)

- Work closely with the student organization to ensure a cooperative relationship between yourself and the organization membership.
- Help students understand and apply democratic principles within their own organization and in working with others.
- Help each officer of the student organization understand their duties. See that the continuity of the student organization is preserved through constitutions, minutes, and traditions and that its past activities are adequately comprehended by succeeding officers and members.
- Ensure that members of the student organization understand and adhere to Student Rights and Responsibilities as outlined in the Springfield College Student Handbook (including the reconciliation of all expenditures and cash advances.)
- Sign all payment vouchers ensuring that the money to be spent has been decided by a vote of the student organization at an official and publicized student organization meeting.
- Be present and provide supervision for all student organization events and activities (business and social) and advise students of the policies and procedures which they must follow as a student organization. Be involved in the planning of such events and activities. Agree that you will be present for the duration of all student organization events that take place on campus after 5 pm and on weekends, as well as those that take place off campus. Arrange for a qualified replacement if you cannot attend.
- Ensure that the student organization submits names of all off-campus speakers, for contract and liability purposes, to the Office of Student Activities & Campus Programs for review and approval.
- Ensure that all reasonable steps are taken to insure the safety and welfare of student organization members and that appropriate College policies are upheld.
- Ensure that student organizations social media pages are being monitored on a consistent basis and that the club/organization has been approved to have a social media page through The Office of Marketing & Communications.

I understand that I must be a full-time faculty, administrator, or staff member of Springfield College in order to serve in the capacity as Advisor to a student organization.

Signature of Advisor

Date

Printed Name

Phone Number