Date \_\_\_\_\_



## **Club/Organization Advisor Agreement: Staff**

Please complete the following form and return to the Student Life Office

Name _		Department
		Phone #
Club/Organization		
<ul> <li>Requirements         <ul> <li>Maintain frequent contact and meet regularly with club/org president</li> <li>Serve as a point of reference and a guide for the club/org</li> <li>Offer assistance in developing and overseeing the club/org budget; review and approve all expenditure ensuring all financial policies and guidelines are followed</li> <li>Supervise fundraising and revenue generation activities</li> <li>Attend club/org meetings and activities</li> <li>Assist club/org members in organization and planning of events and initiatives</li> <li>Assist in educating club/org leadership about policies and procedures (Student Life, NHCC, MnSCU) as well as ensure they are being followed</li> <li>Travel with club/org on trips, or assist in finding an appropriate proxy advisor</li> <li>Notify the club/org President and Associate Director of Student Life if needing to resign as advisor</li> </ul> </li> </ul>		
<ul> <li>Assist in training and orienting club/org executive board members to their new positions</li> <li>Communicate frequently with members of club/organization</li> <li>Maintain open lines of communication with the Office of Student Life</li> <li>Along with the club/org president, ensure that meeting minutes (including attendees) are submitted to the Associate Director of Student Life on a timely basis, as well as other requested documents</li> <li>Complete semesterly Advisor Training</li> <li>Attend semesterly Advisor Roundtables as able to continue to develop further as an advisor and connect with Student Life and other club/org advisors</li> </ul>		
<ul> <li>Remuneration</li> <li>Staff advisors, upon the support and approval of their supervisor, receive release time from their work duties to serve and complete the duties of an advisor</li> </ul>		
I agree to the above and am prepared to serve as a Club/Organization Advisor for the 2016-2017 academic year:		
Club/O	rganization Advisor	Date
Approval of Club/Org President		Date
Approval of Staff Advisor's Supervisor		Date

Associate Director of Student Life \_\_\_\_\_\_