



# Student Organization Advisor Agreement

Gustavus Adolphus College encourages **full-time** faculty and staff to serve as organization advisors. The College recognizes service as an advisor to student groups as an important contribution to the College community and involvement with College activities. In order to be a student organization “recognized” by the college, each group must have a faculty or staff advisor.

1. To be an advisor, you must be a **full-time** employee of Gustavus Adolphus College and not on sabbatical leave. If you are going to be gone for an extended period of time, it is your duty to assist your organization in finding a proxy.
2. The advisor should be aware of the organization’s meetings/events and should try to attend as often as is possible. If it is impossible to attend, the advisor should meet with the president to obtain a copy of the minutes of the meeting and follow-up.
3. The advisor should know who is on the executive board of the organization and meet with them on a regular basis to establish a meaningful working relationship.
4. The advisor should be available as a resource for the organization.
5. The advisor should have an updated list of all members and their contact information.
6. The advisor should receive and review the organization’s financial reports monthly.
7. The advisor should be knowledgeable of the organization’s purpose and constitution to help the members abide by it.
8. The advisor should help the members develop self-responsibility and self-discipline; allowing the students to use skills they are learning in classroom experiences in addition to learning from mistakes.
9. The advisor should introduce new ideas and suggestions for programs.
10. While the extent and nature of the advising role may vary, generally advisory duties include:
  - Consulting with student leaders on programs, activities and events
  - General oversight of the group’s budget and finances
  - Interpretation of College policies and procedures
  - Signature authority for College vehicle reservations and funds use

As a college employee, the advisor has a responsibility to both the college and the organization. The advisor is expected to use his or her knowledge to inform the group and to discourage illegal, damaging or embarrassing behavior that would damage college facilities and/or the physical, financial, emotional reputation of the college. Such behavior could subject both the advisor and the College to civil liability. The advisor is duty-bound to report any such activities to the Student Activities Office. The presence and/or participation of a College advisor in no way relieves student organization members of their responsibility to abide by the law and expectations of the college, nor does the singular presence of the advisor constitute College approval of the event.

I, (PRINT) \_\_\_\_\_, understand the role of an advisor at Gustavus Adolphus College as reflected above. I agree to serve as the advisor to (Organization) \_\_\_\_\_ until further notice.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Department: \_\_\_\_\_

Position: \_\_\_\_\_