



Widener University

OFFICE OF STUDENT LIFE

STUDENT ORGANIZATION FACULTY/STAFF ADVISOR AGREEMENT

Thank you for volunteering your time to become a Student Organization Advisor for Widener University. Your primary objective as an advisor is to assist your student organization, becoming a valuable reference and point of contact for the general members of the organization. Advisors assist with student development, budgeting, event planning, organization and other areas that support the mission of the student group. While the success of the organization is the responsibility of the students, not the advisor. The role of the advisor is to be a mentor and resource to students, providing feedback and advice in order for students to develop leadership skills and to reflect on what they are learning through their activities.

Furthermore, please note that when agreeing to become a Student Organization Advisor, you agree to the following responsibilities:

BASIC RESPONSIBILITIES OF AN ADVISOR

- Take an active role in advising the student organization and its' members by offering guidance to the organization on goal setting, organization management, program planning, problem solving, and group evaluation;
- Know the general purpose of the organization and be familiar with the organization's constitution and bylaws;
- Have an understanding and ensure compliance of RSO's requirements and University policies and procedures outlined in the student organization handbook and code of conduct;
- Meet with the organization's president on a regular basis (at least once per month is preferred);
- Attend organization meetings when possible (attendance during officer elections and officer transition meetings is preferred);
- Remain informed of all activities sponsored and conducted by the student organization and attend events as feasible (some large social and fundraising events require an advisor or appropriate substitute to be present);
- Serve as the first professional staff contact for the student organization and their activities;
- Monitor the organization's budget on Campus Cruiser to ensure that funds are being used appropriately and ensure no deficits accrue;
- Travel with (or find an appropriate substitute for) some student organization trips (may be requested by organization to drive University vehicles);
- Monitor the organization's Campus Cruiser page to ensure that it is up to date and in compliance with University policies;
- Ensure the organization's constitution and bylaws are updated as needed and that the organization adheres to their governing documents in their operations and management;
- Report to the Director of Student Organizations any activities which may or will violate University policies;
- Assist in purchasing items for the organization and their events using a personal or University-issued credit card, if applicable;

I have read the expectations and responsibilities outlined above. I understand that by signing this agreement, I am agreeing to uphold all expectations of my role as a faculty or staff advisor for the Widener University student organization listed below for a period of at least two years. I understand that in order to be eligible to serve as a faculty or staff advisor that I must be a full-time employee of Widener University and that only special circumstances may apply to this requirement. Failure to comply with the requirements or expectations of this agreement may result in the immediate removal from the advisor role. The Office of Student Life reserves the right to amend the terms and conditions of this agreement as needed in extenuating circumstances.

Name of Student Organization (Please Print)

Faculty/Staff Advisor Name (Please Print)

Faculty/Staff Advisor Signature

Date

Organization President Name (Please Print)

Organization President Signature

Date