

ADVISOR AGREEMENT FORM

I certify that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_is the advisor to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_and that said advisor has been informed of the provisions of the Club Constitution concerning advisors and that the membership thereof agrees to the relationship between the advisor and the group.

An advisor to a Heritage University recognized student organization must be a full-time employee of Heritage University with rank as a faculty or staff member. Organizations may choose to have co-advisors and in such case an Advisor Agreement Form is required of both advisors. The provisions concerning advisors are as follows:

The advisor will support the students in the club with their professional development in their individual job descriptions, as well as the growth of the group as a non-exclusive organization that actively recruits other students. The advisor will serve as an ethical overseer to the group and inform members of University policies that may apply to their activities or decisions. All club activities and decisions will then be set for approval by the Director of Student Life.

The lead student of the club will certify in writing the name of the group’s advisor. This certification includes a declaration that the advisor has been informed of the requirements of the Club Constitution. In addition to the provisions stated in the Club Constitution, the advisor also promises to remain active in the club by attending the majority of all club meetings, serving as a chaperone for club events and trips, and meeting with the officers of the club on a regular basis.

The advisor will also work closely with the Director of Student Life to ensure that the group is processing documentation properly and provide the correct documentation for any purchases using the group funds. Advisors understand that the Director of Student Life is the budget officer for their group and must approve purchases.

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 Advisor Signature Date

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 Club President Signature Date

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 Director of Student Life Signature Date

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 VP of Student Affairs Date