

**Davidson County Community College
Student Organization Advisor Agreement
2012-2013**

Name of Organization: _____

Advisor's Name and Position: _____

Office Location: _____ Office Phone ext.: _____

Thank you for your cooperation and willingness to advise student organizations on campus. They could not exist without your support. As an advisor you are an integral and required part of every organization.

Advisor Responsibilities

- Ensure compliance of the policies and procedures for student organizations contained in the Student Organization Handbook; also ensure that the student leaders of the organization are informed of these policies.
- Be aware of student organization activities and programs and provide signature authority where appropriate on event approval and other pertinent forms.
- Ensure that all necessary paperwork for the organization is submitted in a timely manner and that meetings are properly scheduled by reserving rooms at the College.
- Encourage club officers to participate in the leadership speaker series, workshops, or programs offered by the Office of Student Life and Leadership.
- Make certain the organization commits to one service project and one on-campus event (excluding fall fest and spring Fling) a year.
- Ensure club representation at SGA Council meetings during the school year.
- Assist with organizational continuity, officer transition, and training of new officers.
- Alert student leaders of possible organizational problems and encourage them to explore a variety of strategies to solve such problems.
- Attend regular organization meetings, activities, events or fundraisers.
- Attend regular advisor luncheons or workshops for College policy updates.
- Participate and attend the annual Student Awards Ceremony.
- Assist with the formulation and/or revision of the organization's constitution.
- Oversee the finances of the organization, and help insure that the organization adheres to sound fiscal policies and procedures prescribed by the College.
- Assist the organization in planning and implementing activities and events and developing a budget.

I have read the above Advisor Responsibilities and agree to serve as the official advisor.

Advisor's Signature

Date