

Utica College Recognized Organization Advisor Agreement

Date _____

I, _____ agree to serve as the

Primary Advisor

Supplemental Advisor

to _____

for the _____ academic year.

In this agreement, the Advisor agrees to:

1. Serve as a resource and contact for all members of the club/ organization.
2. Regularly meet with the officers of the club/organization.
3. Attend at least three general membership meetings each semester.
4. Attend events, programs or trips that require College supervision.
5. Inform the club/organization of important College news and developments.
6. Familiarize him/herself with Student Government Bylaws and Student Handbook.
7. Maintain communication with the Office of Student Living and College Engagement.
8. Offer advice, but allow the students to make final decisions and control their club.

In this agreement, the club/organization and its officers agree to:

1. Keep the Advisor informed of all plans, concerns and activities.
2. Provide the Advisor with copies of all correspondence.
3. Invite the Advisor to all events and activities.
4. Make all financial transaction documentation available to the Advisor and ensure the Advisor's signature is on all vouchers (check requests).
5. Plan officer meetings in consideration of the Advisor's schedule.
6. Consider the advice and counsel of the Advisor in making decisions.

Sign: Advisor

Print: Advisor

Date

Sign: Club/Organization President

Print: Club/Organization President

Date