

Advisor Agreement

Advisor Name: _____
Student Group Name: _____
Campus Extension _____ Alternate Phone (____) _____ Office Location _____
Email: _____@niagaracc.suny.edu

Purpose of an Advisor

Advisors are needed to help provide leadership and direction to student groups. Advisors are the Student Life liaison to clubs for the purposes of disseminating information and ensuring all policies and procedures followed. Additionally, advisors should provide guidance and resources to aid in the students' leadership and personal development.

Role of the Advisor

- 1) The advisor is responsible for being familiar with all Student Life policies and procedures related to clubs and organizations as well as all College policies that affect clubs and organizations.
- 2) The advisor should assist the group in developing realistic goals for the academic year.
- 3) Provide advice and guidance to the club when planning programs, events and activities.
- 4) Advisors must sign all Purchase Requisitions and submit them to Student Life. In the event a Purchase Requisition is for a cash advance, the advisor is responsible for collecting and returning any and all receipts and change to the College Association (G215).
- 5) The Advisor must be present at the time of election for Executive Board Members (officers) which must be reflected in the minutes.
- 6) The Advisor must be present if the club or organization is holding an on campus event after regular business hours.

Advisors should, in addition, work with their student group leaders to further clarify the role of an advisor specific to the organization and its goals. Advisor training once per semester will also be provided and required by the Student Life.

I, _____, agree to serve as the Advisor for the _____
(Print Name) (Student Group Name)
for the term of _____, 20____ through _____, 20____. I agree to give the necessary
time and attention to the group in order to fulfill the obligations of this appointment.

Student Group Advisor Signature: _____ Date: __/__/__

Student Group President Signature: _____ Date: __/__/__

Student Life Signature: _____ Date: __/__/__