



### Student Organization Advisor Agreement

Manor College requires that all recognized student organizations have an advisor. An advisor must be a full- or part-time employee of Manor College, either as a faculty member or staff member. Student organizations are run and managed by students themselves, but advisors can play a key role in offering guidance and advice.

Club/Org Name: \_\_\_\_\_

Advisor’s Name: \_\_\_\_\_  Staff  Faculty  
(Select One)

Department: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**The duties of an advisor include:**

- maintaining regular contact with the officers
- helping the group uphold Manor College’s policies and guidelines
- being familiar with the activities of the group
- providing resources for events and assistance in the administration of the financial affairs of the group.

**In turn, the organization should:**

- make efforts to consult with the advisor
- consistently update advisor with organizational activities
- invite the advisor to group meetings and events

**Together, the President and the Advisor:**

- have reviewed the organization’s constitution
- understand the financial status of the organization
- have set general expectations for the advisor and student relationship

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The signatures on this form indicate that \_\_\_\_\_ (name of advisor) has agreed to serve as advisor for \_\_\_\_\_ (name of organization) for the \_\_\_\_\_ academic school year. The signatures also verify that members of both parties have read the above information regarding the role of the student group advisor and accept the responsibilities entailed.

\_\_\_\_\_  
Advisor Signature

\_\_\_\_\_  
Organization President Signature

\_\_\_\_\_  
Advisor Print Name

\_\_\_\_\_  
Organization President Print Name

\_\_\_\_\_  
Date

Thank you for considering serving as an advisor to a campus organization. Please contact the Director of Student Engagement with any club questions. To complete your registration and stay compliant with College policies, please return this form to the Office of Student Engagement or email amootz@manor.edu.