

Student Club/Organization Advisor Letter of Agreement

In signing below, I affirm that I, _____, have been selected by _____ and will serve as an active advisor, participant, and supervisor of the aforementioned club during the _____ term. I have read and understand the expectations outlined in the Advisor Handbook and I am willing to serve as advisor to the student club or organization named above. I also affirm that I meet the required qualifications to be a faculty or staff member of the College of Southern Maryland. A space has also been provided for the signature of my supervisor to indicate that a discussion regarding these expectations has taken place between my supervisor and myself. The signature of the Dean of Student Development will confirm the appointment of the student club or organization advisor.

I understand that as an advisor I agree to assume the following duties:

1. Advise the organization to meet regularly, attend, and/or oversee all meetings.
2. Attendance at **all** meetings and club/organization events unless a substitute is assigned.
3. Be knowledgeable of all Student Life and Student Government policies and procedures, to guide club/organization members to success.
4. Attend and/or oversee all planned functions or activities of the club. The advisor must be present for the entire length of a major function (i.e., dance, fest, off campus fundraiser, etc.). If an advisor has a conflict on the date of a planned function, it is his/her responsibility to find a suitable substitute to fill in and report the substitution to the Student Life Coordinator before the function.
5. Attend Club Advisor Training and any scheduled Advisor Meetings to share information regarding club activities.
6. Oversee all financial transactions, budgets, purchases, and ensure proper authorization of documentation made by club officers. Failure to adhere to one's budget can result in the necessary funds being replaced or fundraised by the members and the advisor.

Advisor Signature

Date

As this employee's supervisor, I support his/her decision to advise a student organization and recognize that, although not necessarily included in his/her job description, this role does support the mission of the College and provides a service to students, which does correspond with general job responsibilities.

Supervisor Title/Signature

Date

Dean of Student Development

Date

Vice President, Student Equity and Success

Date