# CSUSM Student Organization Advisor Agreement

ORGANIZATION NAME: _____

The University requires that all campus recognized organizations have an official Student Organization Advisor. The Student Organization Advisor must be a Cal State San Marcos faculty or staff member who is willing to provide guidance and support to the organization, above and beyond their duties as a Cal State San Marcos professional. The Student Organization Advisor should not be employed by a CSUSM auxiliary.

Student Organization Advisors are volunteer faculty and staff members who, out of personal interest and dedication, give of their time and talent to support and promote co-curricular programs at Cal State San Marcos. The selection of an advisor and the decided length of his/her term are negotiated by each individual organization. It is crucial that Student Life & Leadership be informed of any changes regarding the selection of an advisor throughout the academic year.

Student Life & Leadership commends the extra time-commitment and effort put forth by Student Organization Advisors. It is our hope that the relationship that forms between an organization's members and their advisor more than compensates for the responsibilities taken on by the advisor. The privilege to witness the educational and emotional growth of students is something valued by Cal State San Marcos staff and faculty members alike; we thank you for accepting the role of Student Organization Advisor!

## Your Responsibilities as a Student Organization Advisor

It is expected that Student Organization Advisors maintain close contact with officers of the organization and provide general support and leadership when necessary. Specific responsibilities also include:

1. Ensuring the proper supervision (self or pre-arranged substitute) of any meeting or activity organized by the group with which s/he is working.

2. Playing an active role in helping students design meaningful programs that are consistent with the organization's constitution and purpose.

3. Participating in Advisor Training, hosted by SLL each year. This includes providing written acknowledgement of education on the campus alcohol and hazing policies.

4. Periodically reviewing the financial status of the organization (e.g., overseeing the handling of organization funds and maintenance of financial records). ****Please note that organization expenditures must have your signature.** The Associated Students, Inc. oversees all student organization accounts. Contact ASI if you have any financial questions or concerns.

5. Communicating organization news, concerns or questions to Student Life & Leadership.

6. Becoming familiar with University policies and procedures relating to student organizations. Advisors will need to report any violation of University policies and procedures to Student Life & Leadership.

7. Preserving records to enhance organizational continuity by maintaining copies of organization minutes, constitution, membership list, and organization activities.

***If you must resign as the Organization Advisor during your term, you are responsible for notifying the organization president, organization members **and** Student Life & Leadership of your decision. Please provide as much advance notice as possible so that efforts can be made to identify a new advisor.

**I have read and understand the above information regarding my role as a Student Organization Advisor. I accept the responsibilities associated with being a Student Organization Advisor.**

_____/_____/_____

*Advisor's Name and Department (Print)* *Signature* *Date*