**ADVISOR AGREEMENT FORM**

I have been asked to serve in the advisor role for:

Name of Organization:

As the organization advisor, I understand that my responsibilities and obligations are:

1. To serve as a resource person and to offer guidance, assistance, advice, and encouragement to the organization.
2. To help the organization:
	1. Determine the goals and objectives for the year.
	2. Develop a plan to achieve the goals and objectives.
	3. Develop fundraising activities to finance proposed programs.
	4. Know and understand established University policies and procedures.
	5. Keep adequate organization records for present and future use.
3. To help students follow defined University policies and procedures as they are addressed in the Student Organization Club Manual and the OSU-Oklahoma City Student Rights & Responsibilities that Govern Student Behavior.
4. To supervise the finances of the organization.
5. To attend all meetings and social activities of the club, travel with club on all trips, or to ensure that a qualified replacement is present.
6. To ensure the content of programs and other forms of entertainment reflect the educational goals of the University.
7. To become familiar with the constitution and by-laws of the organization and to encourage the officers to review and update the information periodically.
8. To encourage all members to participate and fulfill their obligations.
9. To assist officers in evaluating their meetings and programs during the year.

I AGREE TO ACCEPT THE DUTIES AND RESPONSIBLITIES THAT ARE ASSOCIATED WITH ADVISING AN OSU-OKLAHOMA CITY STUDENT ORGANIZATION.

**Name:** **Campus Address:** **Extension:**

**Signature:****Date:**

**Supervisor Signature:** **Department/Division:****Date:**