

# Indiana Tech

## Student Organization Advisor Agreement

In requiring registered student organizations to have advisors, the University assumes that advisors will take an active role in the organization. The nature and style of that role is left to the determination of the organization and its advisor. The student organization advisor is primarily responsible for guidance and advisory of the organization, and to act as a resource in functions and development.

**The responsibilities of the Advisor include, but are not limited to, the following functions:**

1. Attend executive board and organization meetings on a regular basis, which includes *regular* attendance at those meetings occurring outside normal business hours, 8:00am-5:00pm, Mon-Fri.
2. Accompany organization when attending off-campus events outside of the state of Indiana, making concerted effort to attend activities where the organization is representing the University.
3. Advisor must be in attendance for the **duration** for any event that is held on campus outside of normal business.
4. Serve as a resource for planning events and programs, resolving issues confronting the group, and orienting new members and officers. Assist members to manage risk associated with organizational activities.
5. Provide due diligence of supervising any travel plans the organization may host for members, and ensure that proper documentation is completed prior to travel. Communicate those documents to campus agents as appropriate or needed.
6. Be aware and monitor financial account of the organization. *The Advisor will sign off on all deposits, and oversee purchases for the organization.*
7. Serve as a liaison between the University and the organization in regards to policies and financial matters.
8. Be familiar with the Student Handbook, Code of Conduct, and Crisis Emergency Management Plan.
9. Help facilitate yearly transitions between organizational leadership.
10. Help resolve conflict within the group as needed.
11. Providing a signature for all contracts as well as any other documents requiring an advisor signature.

Name of Student Organization: \_\_\_\_\_

Advisor: \_\_\_\_\_  
*Name*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Email Address*

\_\_\_\_\_  
*Campus Phone*

By signing this agreement, the Indiana Tech faculty/staff member certifies that s/he will fulfill the duties of a recognized and registered student organization Advisor to the best of his/her ability. Use one form for each advisor.