

ADVISOR CONTRACT FORM

University of Wisconsin - Stevens Point

An advisor is normally a member of the UWSP faculty or staff. Graduate Assistants and Teaching Assistants may serve as an organization's co-advisor but not as a main advisor. Where specialized needs exist, a person not employed by the University may be approved as an organization's advisor by the Student Involvement & Employment Office. However, such persons cannot represent the State of Wisconsin and/or the University of Wisconsin-Stevens Point.

ADVISOR'S RESPONSIBILITIES SPECIFICALLY INCLUDE:

- attending meetings of the organization and to become familiar with events and activities sponsored by the group, and see that they adhere to State and University policies;
- serve as a resource person/trainer to the group, while teaching leadership and followship techniques;
- help the group achieve its goals by sharing expertise, insight, and ideas and making recommendations when appropriate;
- help members to develop self-responsibility and self-discipline;
- know the financial status of the organization and prevent any group violation of State, University, or community regulations;
- is responsible to the University for seeing that funds are reasonably spent, accurately accounted for, and that deficits are paid;
- QUESTION THE ACTIVITIES of the organization and voice disagreement if problems are foreseen with a proposed event or activity!

AN ADVISOR HAS THE FOLLOWING AUTHORITY AS DICTATED BY NEED:

- can authorize payment of debts (from organization funds) incurred by the organization during periods when regularly authorized officers are not available (NOTE: Advisors not employed by the University cannot authorize payment);
- while each organization has their own elected treasurer, the advisor may need to spend some time in supervising the financial records and treasurer's work;
- will interpret the institution's policies and regulations to keep the organization's and institution's best interests in mind;
- will recommend suspended privileges or organizational recognition if the advisor feels plans or activities of the organization will be in violation of state, campus, or local regulations. Any such recommendation MUST be reported to the Student Involvement & Employment Office. The suspension of privileges shall remain in effect until the Student Involvement & Employment Office and the Policy and Advisory Committee for Student Organizations (PACSO) subcommittee of the Student Government Association reviews the situation and acts on the findings.

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I, _____, have read and do understand my responsibilities, as specified above, as a UWSP student organization advisor. As a UWSP educator and information source, I will attempt to meet these responsibilities in ways which will assist the organization in fulfilling its purpose statement.

Signature: _____

Department: _____

Phone #: _____ Date: _____

Organization: _____