



CAMPUS ENGAGEMENT & LEADERSHIP

DIVISION OF STUDENT AFFAIRS

UNCP Student Organization - Advisor Agreement Form (Required Annually)

I certify that _____ is the advisor to _____.
(Print Advisor Name) (Print Student Organization Name)

The advisor should play a critical role in the success of our clubs and organizations. An advisor is more than just a signatory power, but an integral part of the organization itself. In the educational institution, an advisor is a partner and a mentor in the co-curricular learning process; serving as a guide and mentor to the student members. The advisor provides a consistency from year-to-year for an organization as a source of institutional knowledge, provider of reasonable and sound advisement, and as a responsible agent of the University for the organization activities.

All student organizations are required to have an active faculty/staff advisor who is employed full-time by UNC Pembroke. Organizations may choose to have co-advisors - an Advisor Agreement Form is required for each of the advisors. **No faculty/staff member may advise more than two (2) student organizations.**

Updated contact information, along with a completed advisor agreement, is due to Campus Engagement and Leadership at the beginning of each academic year. Advisor information must be updated throughout the year if any information or the advisor has changed.

As the advisor for this organization, it is understood that your role includes the following responsibilities: **(Advisors: Please initial next to each responsibility in the list below to indicate understanding of the responsibility you are taking on as an advisor)**

_____ Attend and actively participate in advisor training and professional development opportunities

_____ Encourage all members of the organization to fully participate but to maintain a healthy balance between academic responsibilities and co-curricular involvement.

_____ Be knowledgeable about all University policies and procedures that are pertinent to student organizations (i.e. UNCP risk management policies, space reservation policies, financial obligations pertaining to on-campus student organization accounts, etc.)

_____ Be knowledgeable about all organization policies and procedures. This information should be provided by the student organization.

_____ Assist with educational programming and leadership development pertaining to communication skills, time management, teambuilding, leadership practices, etc.

_____ Maintain direct relationships with the organization, its members and elected leadership throughout the year.

_____ Have an ongoing awareness of the organization's meetings and activities. The advisor does not need to attend all activities but should plan to attend at least one meeting per month.

_____ Hold advising meetings with the student organization's elected leadership on a regular basis. It is strongly recommended that this happens at least once per month.

_____ Support student organizations in developing and achieving their mission, recognizing that autonomy in many decisions is developmental to students but that in risk-producing or controversial situations, an advisor may need to play a more active role.

_____ Assist the student organization with managing and reducing risk through careful planning and execution of the events and programs that the group produces.

_____ Understand that while an advisor is not directly responsible for attending all off-campus trips and activities, you should ensure that your students have completed the appropriate travel paperwork.

_____ Provide assistance to the organization as they develop an annual budget, and work to appropriately allocate funding to support their events and activities. Student Organization advisors are the primary financial manager for those organizations with on-campus financial accounts.

_____ Understand that the role of advising an organization is an ongoing process and that Campus Engagement and Leadership serves as a support and resource to advisors in serving this role.

(Advisor Signature)

(Advisor Printed Name)

(Date)

(Student Organization President Signature)

(Student Organization President Printed Name)

(Date)

Please print, sign, scan, and upload with registration. If you're only updating an advisor, then email the form back to CEL@uncp.edu (remember to update the form on your BraveConnect page as well)