

**Davidson County Community College
Student Organization Advisor Agreement
2011-2012**

Name of Organization: _____

Advisor's Name and Position: _____

Office Location: _____ Office Phone ext.: _____

Thank you for your cooperation and willingness to advise student organizations on campus. They could not exist without your support. As an advisor you are an integral and required part of every organization.

Advisor Responsibilities

- Ensure compliance of the policies and procedures for student organizations contained in the Student Organization Handbook; also ensure that the student leaders of the organization are informed of these policies.
- Be aware of student organization activities and programs and provide signature authority where appropriate on event approval and other pertinent forms.
- Ensure that all necessary paperwork for the organization is submitted in a timely manner and that meetings are properly scheduled by reserving rooms at the College.
- Ensure that the President and Vice President from the organization participate in the DCCC student leadership institute and encourage leadership development for the other members.
- Make certain the organization commits to one service project and one on-campus event.
- Maintain club representation at SGA meetings during the school year.
- Assist with organizational continuity, officer transition, and training of new officers of the organization.
- Alert student leaders of possible organizational problems and encourage them to explore a variety of strategies to solve such problems.
- Attend regular organization meetings, activities, events or fundraisers.
- Attend regular advisor luncheons or workshops for College policy updates.
- Participate and attend the annual Student Awards Ceremony.
- Assist with the formulation and/or revision of the organization's constitution.
- Oversee the finances of the organization, and help insure that the organization adheres to sound fiscal policies and procedures prescribed by the College.
- Assist the organization in planning and implementing activities and events and developing a budget.

I have read the above Advisor Responsibilities and agree to serve as the official advisor.

Advisor's Signature

Date