



HARCUM
HARCUM COLLEGE

Student Organization Advisor Agreement

At Harcum College, student organization and club advisors play an important role. They provide valued leadership to the organization and serve as a vital link in the line of communication between the Office of Campus Activities and the organizations themselves. Please carefully read the Agreement below and complete as necessary. This Agreement needs to be submitted to the Director of Campus Activities with the New Student Organization Application for Establishment.

I/We _____
_____ have agreed to be
organization advisor(s) of _____
(Name of Organization)

I/We promise to adhere to the following policies and procedures for organization advisors:

1. An advisor will see that the organization meets regularly as is specified in its constitution.
2. An advisor shall attend every organization meeting as possible.
3. An advisor, along with the organization president, is responsible for seeing that all minutes from organization meetings are submitted to the Director of Student Life.
4. An advisor shall (or find an appropriate alternative) oversee and chaperone all on and off campus activities that a club sponsors.
5. An advisor shall be aware of all fundraisers that the club sponsors.
6. An advisor shall ensure that the club will adhere to the policies and procedures set forth by the Office of Campus Activities.
7. It is an advisor's responsibility to ensure that all club officers have the minimum GPA as specified by the organization's constitution.
8. It is an advisor's responsibility to notify the organization president and the Director of Campus Activities if he/she chooses to resign as advisor.

This agreement is binding for the Fall _____ and Spring _____ semester.

Advisor: _____
(signature)

Date: _____

*Advisor: _____
(signature)

Date: _____

*only if two people are serving as co-advisors for an organization

Return all forms to the Office of Campus Activities, Klein Hall, 2nd Floor