

ADVISOR AGREEMENT FORM

The advisor should play a critical role in the success of our organizations. An advisor is more than just a signatory power, but an integral part of the organization. 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. An advisor to a University of Cincinnati student organization must be an employee of the University of Cincinnati with rank as a faculty or staff member. Organizations may choose to have co-advisors.

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)

_____ 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.

_____ Serve as the budget administrator for the student organization's funds. This role is critical to the financial health, success, transparency and ethical behavior of the organization. It should not be delegated to another employee in a non-advisory role.

_____ 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, students traveling on behalf of their organization are required to have a travel monitor. As the advisor, your role is to either serve as a travel monitor or to assist the organization with delegating the task.

_____ Identify areas of planning events and programs that creates risk or open the university to liability or credible harm. In these instances, the advisor is responsible for assisting the organization along with university offices (such as SALD, Risk Management, General Counsel and Public Safety) in mitigating or reducing risk.

_____ Provide assistance to the organization as they develop an annual budget and work to appropriately allocate funding to support their events and activities in alignment with university financial policies and procedures.

_____ Understand that the role of advising an organization is an ongoing process and that the Office of Student Activities & Leadership Development serves as a support and resource to advisors in serving this role.

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

Organization Name: _____

Advisor Printed Name

Advisor Signature

Date

Organization President Printed Name

Organization President Signature

Date