



### **STUDENT ORGANIZATION ADVISOR AGREEMENT**

Student Organization Name \_\_\_\_\_  
 Advisor Name: \_\_\_\_\_ Academic Department: \_\_\_\_\_  
 Office Phone: \_\_\_\_\_ Office Location: \_\_\_\_\_  
 Howard University Email Address \_\_\_\_\_

#### **GUIDELINES**

An advisor must be an employee of Howard University and either a full-time member of the Advisors agree to serve in their capacity for a full academic year and must submit a signed Student Organization Advisor Agreement to the Office of Student Life & Activities upon their agreement to serve with the student organization. Advisors should be familiar with College policies and procedures as detailed in the Howard University Policies and Procedures. Advisors should contact the Office of Student Life & Activities when questions and concerns arise regarding their student organization. Faculty and staff are limited to advising no more than two organizations during the academic year. Exceptions may be granted by the Director of Student Life & Activities, upon written request.

#### **EXPECTATIONS**

##### ***Advisors shall . . .***

- be familiar with the mission, goals, and purposes of the student organization he or she is advising (referring to the student organization's constitution could be helpful);
- attend student organization activities, conferences, competitions, retreats or other such activities as is practical;
- meet with the student organization as it plans its activities and budget, and hold regular meetings with student organization officers as necessary
- meet once a semester with the Director of the Office of Student Life & Activities;
- provide continuity in a student organization's program from year to year;
- assist the group in formulating long-range goals and in planning and initiating short-term projects;
- promote student awareness of, and adherence to, policies governing student groups;
- serve as a resource person for alternative solutions to problems confronting the group;
- make suggestions that will permit the officers to improve leadership skills; and
- attend advisor workshops offered by the Office of Student Life & Activities.
- Advisors should expect the student organization's officers to . . .
- keep them well-informed of all organization activities, meeting times, locations and agenda items;
- meet with them regularly;
- treat them with respect;
- make them feel welcome at all meetings and activities;
- inform them of any potential problems that may affect the organization or the University;
- be considerate of their professional obligations and to not leave important matters to the last minute;
- be the decision-makers and initiators of the student organization's programming and policy; and
- use them as a sounding board for discussing plans and problems.

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A student organization must have an Advisor present from beginning to end at all of their events. If their advisor cannot attend, the student organization must find another faculty member to be present during the event. Otherwise, the student group's event will be either postponed or canceled by the Office of Student Life & Activities.

An Advisor must accompany their group on all trips. Student organizations planning trips must obtain the signature of their Advisor four weeks prior to the date of departure. If the advisor cannot go on the trip, the student organization must find another faculty member to accompany the group and obtain their signature. The executive officer of the student organization responsible for the trip must provide the Advisor with a list of the students going on the trip and is responsible for arranging a meeting of these students at least seven (7) business days before the trip if required by the advisor. In the event that either the documentation is not provided to the Advisor and/or a requested pre-trip meeting is not held the advisor should notify the Office of Student Life & Activities to cancel the trip.

If at any time during a trip or off-campus activity the Advisor has reason to believe that the safety of the students or the advisor is in jeopardy, the advisor has the right to take corrective action and if necessary cancel the activity or trip. In the event a student's behavior on a trip violates Howard University rules and regulations, the Advisor should write a memorandum about the incident and forward it to the Office of the Vice President for Student Affairs.

**ADVISOR CERTIFICATION**

I hereby certify that I have received the Student Organization Advisor Handbook and have met with the officers of this student organization and am familiar with the student organization's purpose. I will serve as their advisor for the current academic year. I am familiar with Howard University Policies and Procedures. I should contact the Office of Student Life & Activities when questions and concerns arise. I have read and understand the guidelines and expectations as explained above. I have retained a copy of this form for my own records.

\_\_\_\_\_  
Advisor Signature

\_\_\_\_\_  
Academic Year

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date