

Advisor Agreement & Commitment

Student Organization Advisor,

Your commitment to serve as an advisor to a registered student organization at Montana State University is appreciated. The advisor plays an integral role in helping student leaders create an environment within their organizations that is productive, safe, enjoyable, and educational. You also play a vital role in assuring that the experiences of a student organization is meaningful to students, and you are essential to providing assistance in managing institutional risk and liability.

As the advisor of the student organization included in this form, I hereby agree as follows:

1. I am a full or part-time faculty, staff or enrolled graduate student at Montana State University-Bozeman and I will notify the student organization immediately if my employment or enrollment status changes.
2. I have read and understand the [Registered Student Organization policies and manual](#).
3. I will assist the student organization in developing realistic goals for the academic year in order to contribute to the educational and personal development of the students involved.
4. I am familiar with the student organizations' constitution and all other governing documents to allow me to advise effectively.
5. I will attend executive officer, general meetings, and organization events as often as possible.
6. I will assist the organization in keeping their financial and organizational records current and accurate.
7. I will assist in the orientation of new members and with the leadership transition process each year.
8. I will be available to answer policy-related questions and to guide the group and its officers to follow established policies and protocols.
9. I will encourage opportunities within the organization that will contribute to the students' development and education.
10. I will read and incorporate informational email updates from the Office of Student Engagement regarding the role of an advisor.
11. I will be well informed of all plans and activities of the organization and attend formal activities as often as possible.
12. I will assist the organization in managing risk and liability, on- and off-campus.
13. I will serve as a Campus Security Authority (CSA) as defined in the [Clery Act](#). As a CSA, I will annually complete the [Clery Training](#) requirements as well as complete and submit a complete and submit a CSA [Crime Statistic Report](#), when necessary.
14. I have taken the online [Title IX Training](#), required of all MSU employees.

By signing below, you have affirmed that you have read and understand the role of a student organization advisor, and you are willing to serve as an advisor to the student organization named in this application.

If you have any questions, please contact the Office of Student Engagement: 994-2933 or studentorgs@montana.edu.

Name

Date