



# Advisor Agreement

Advisors of student organizations are both teachers and mentors. They are the people who help provide the guidance, support, and opportunities for growth and learning outside the classroom. Your role as an advisor is crucial to the success of the student organization you mentor. As an advisor, you can supply information that will enable an organization to avoid making mistakes and to capitalize on the successes of the past. Your efforts are vital to the successes of the students, the student organization, and our institution.

## **Advisor Responsibilities/Expectations:**

The following criteria must be met to be a faculty/staff advisor for a recognized student organization at Central Piedmont Community College:

- \*The primary **advisor** must be a full-time salaried personnel of the College. Co-advisors may be part-time employees. All advisors will attend mandatory annual training through Student Life to get updates of new procedures. The organization may not be active to travel or spend money until training is completed.
- \*The **advisor** must complete annual "Campus Security Authority" training through CPCC's Professional Development office mandated through the Clery Act.
- \*The **advisor** must serve as the College's liaison with the student organization and maintain open communication with Student Life regarding meetings, activities, and travel.
- \*The **advisor** must be in attendance at club meetings, activities, and special events or arrange to have other College-approved supervision. The advisor must attend all events that require travel and all events that have any substantial level of risk. Co-advisors are encouraged to assist in these responsibilities.
- \*The **advisor** will serve as the financial account manager, approving and signing all requests submitted by the organization to Student Life. This includes SGA funds requests, travel requests, petty cash, purchase requisitions, etc.
- \*The **advisor** must become familiar with and ensure that the club adheres to all College rules and regulations applicable to student organizations, including: Student Life Organization Guidelines, SGA Constitution, CPCC Student Handbook, and College Policies and Procedures.
- \*The **advisor** must notify Student Life when an organization's actions are contrary to its general purposes or when an action is planned without the advisor's approval.
- \*The **advisor** will serve on a voluntary basis and cannot receive gifts, gift cards, or stipends.
- \*If the **advisor** resigns, leaves CPCC, or is no longer able to fill the role, Student Life must be notified of the change. The student organization will be on inactive status until a replacement is made and has attended orientation.

## **Statement of Commitment and Consent:**

*I, the undersigned, voluntarily accept the role of faculty/staff advisor to the student organization listed below for the academic year. I have read, understand, and agree to accept the responsibilities as outlined in this Advisor Agreement and the Student Organization EXPLORE and EQUIP Handbooks. Further, I acknowledge that the information contained on the annually submitted Student Organization Registration Form is correct to the best of my knowledge and the officers listed are the official representatives of the below-mentioned organization.*

Name of Student Organization:

Signature of Advisor:

Date:

Printed Name of Advisor:

Office (campus, building, room):

Office Hours:

Office Phone:

Cell Phone (for student organization travel purposes):