STUDENT ORGANIZATION ADVISOR AGREEMENT

Advisor Name(s) _____ Empl. # _____

_____ Empl. # _____

Organization Name _____

YEAR _____ Organization # _____

As an organization advisor you agree to be responsible for:

- Understanding and interpreting college policy and procedures, specifically the NWTC Code of Conduct and the Co-Curricular Travel Code of Conduct outlining improper use of alcohol and drugs when involved in NWTC sponsored events.
- Enlarging the perspective of the group by providing ideas and suggestions for change or enhancement.
- Meeting with student organization officers and members on a regular basis.
- Serving as liaison between the organization, administration, and the greater college community.
- **Ensuring that no student organization accounts can be kept off campus.** Ensuring that student organization money is not deposited into a personal account. All financial transactions/deposits are handled by the Finance Office located in the District Office (CO208L).
- Being aware of organization activities and providing guidance to students on how to properly accomplish organizational business within the college system.
- Facilitating continuity within the organization so that the organization will mature naturally rather than “reinventing the wheel”.
- Providing leadership development experiences for student members.
- Assisting student membership with the development of a meaningful calendar of events.
- Facilitating in the transition of responsibilities between outgoing and incoming officers.
- Assisting members in the decision-making process.
- Ensuring the Student Organization funds not have a negative balance.

_____ _____

Advisor Signature Date

_____ _____

Advisor Signature Date