



Student Club/Organization Faculty/Staff Advisor Agreement

In an effort to best serve the students, their clubs/organizations, and the College of Law as a whole, it is required that all clubs/organizations have a faculty/staff advisor. The advisor must commit to assist and mentor the clubs/organizations and fulfill the job requirements for the entirety of the academic year stated below.

Club/Organization Info

Name: _____

Email Address: _____

President's Name: _____

Email Address: _____

Faculty/Staff Advisor Info

Name: _____

Email Address: _____

COL Extension: _____

Cell Phone: _____

Faculty/Staff Advisor Requirements

- Must be fulltime faculty/staff or senior adjunct at COL for the _____ academic year
- Have a willingness and enthusiasm to participate in activities both in the organization and the COL
- Attend organization meetings monthly
- Be present at ALL large events put on by the organization
- Willing and able to respond to student or COL administration regarding said club/organization in a timely manner
- Approve all Event & Calendar Request Forms
- Signatory Responsibilities
- Budget Access

Faculty/Staff Advisor Responsibilities

- Serve as the primary resource to the students within the club/organization
- Approve Event & Calendar Request Forms electronically (via electronic signature)
- Approve semester reports, including budgets
- Approve New Event Checklist
- Confirm budget availability and approve disbursement of all organization funds

By signing below you are agreeing to the above mentioned requirements and responsibilities.

Faculty Advisor Signature

Date