



# Widener University

## OFFICE OF STUDENT ENGAGEMENT STUDENT ORGANIZATION ADVISOR AGREEMENT FORM

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Thank you for your willingness to serve as a Student Organization Advisor. Your primary objective as an advisor is to directly assist your student organization by serving as an active and valuable point of contact for all members of the organization. The role of the Advisor is to be a mentor and professional resource to our student leaders by providing feedback and advice, interpreting University policies and procedures, assisting with event planning, encouraging student development, ensuring the financial accountability of the organization, and supporting the overall mission of the organization. An active student organization advisor is expected to fulfill the following basic responsibilities:

- Maintain a full-time employment status at Widener University;
- Take an active role in advising the student organization and its' members by offering guidance to the organization on goal setting, budget management, organization management, program planning, problem solving, conflict resolution, and group evaluation;
- Maintain a thorough knowledge of the organization's purpose and governing documents, and ensure that all governing documents are updated as needed;
- Ensure compliance with all organization requirements and University policies outlined in the RSO Handbook and *Widener University Student Handbook*;
- Meet with the organization's president and Executive Board on a regular basis;
- Attend organization meetings when possible (attendance during officer elections and officer transition meetings is preferred);
- Remain informed of all activities sponsored and conducted by the student organization and attend events as feasible (some large social and fundraising events require an advisor or appropriate substitute to be present);
- Serve as the first professional staff contact for the student organization and their activities;
- Monitor the organization's budget through the myBudget portal to ensure that funds are being used appropriately and ensure no deficits accrue;
- Assist in purchasing items for the organization and their events using a personal or University-issued credit card, if applicable;
- Oversee all student organization travel needs to ensure student safety, including traveling with the student organization, driving University vehicles, or finding a suitable replacement
- Work with the Director of Student Organizations to resolve all organization policy violations;

### STUDENT ORGANIZATION ADVISOR ACKNOWLEDGEMENT STATEMENT

I understand that by signing this agreement, I am agreeing to uphold all expectations of my role as a Student Organization Advisor at Widener University for the student organization listed below. I further understand that a failure to comply with the requirements or expectations of this agreement may result in my immediate removal from the Student Organization Advisor role. I understand that the Office of Student Engagement governs all student organizations and reserves the right to amend the terms and conditions of this agreement as needed and in extenuating circumstances.

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Organization Advisor Name

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Organization Advisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Organization Name

\_\_\_\_\_  
Organization President Signature

\_\_\_\_\_  
Date