

# The University of South Alabama

## Student Organization Advisor Agreement

Each organization must have an advisor who agrees to and signs the agreement before registration is completed

### RESPONSIBILITIES OF THE ADVISOR

- Attend regular meetings as often as possible
- Meet with officers to discuss goals, programs, and financial status
- Be knowledgeable of University of South Alabama policies
- Be familiar with groups history, with constitution and bylaws and be prepared to assist
- Recognize the general financial condition of organization
- Ensure that group files registration paperwork annually with Campus Involvement
- Advise group to file change of officers paperwork with Campus Involvement
- Sign all documents that require an advisor's signature
- Other \_\_\_\_\_

I understand and agree to perform the role of advisor to the above listed organization to the best of my ability.

Name \_\_\_\_\_

Phone Number \_\_\_\_\_

Alternate Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

Campus Address \_\_\_\_\_

Signature \_\_\_\_\_

Please return the completed and signed agreement with organization registration forms to:

The Office of Campus Involvement  
Student Center Room 129  
Campus Main

Information:  
Phone (251) 460-8256  
Fax (251) 414-8256  
scobb@usouthal.edu