

MANHATTANVILLE | Club/Organization ADVISOR AGREEMENT

Organization Name: _____ Academic Year: _____

Advisor Full Name: _____ Advisor Phone Number: _____

Advisor Office/Department: _____

Advisor Office Location: _____ Advisor Manhattanville Email: _____@mville.edu

Is the Advisor a full-time faculty or staff member at Manhattanville College? Yes No: Ineligible to serve as a student group advisor.

Has the advisor served as the advisor to this organization during the previous semester?

Yes – Returning Advisor No – New Advisor New Organization – New Advisor

The Role of the Student Group Advisor

Club/Organization advisors, are full time faculty/staff members of Manhattanville College who are devoted to contributing to the growth and development of student organizations by offering mentorship, networking opportunities, historical connections, and general guidance. Advisors provide knowledge and guidance in a specific area that guides the purpose of the student organization, while the Center for Student Involvement & Leadership oversees the administrative and logistical needs of student organizations. Advisors are important resources and student organizations are encouraged to consult with their advisor on a regular basis. However, Advisors do not serve as members of student organizations and are unable to reserve spaces and plan programs on behalf of the club/organization. Advisors are selected by the students of the organization. However, CSIL reserves the right to approve the final advisor.

If a student group advisor has questions, needs advice or would like assistance, the Center for Student Involvement and Leadership, located in Founders G-33, are the primary resources for the support.

Student Group Advisor Eligibility Requirements

1. Serve as a full time faculty/staff member of Manhattanville College. This does not include graduate students
2. Not already serve as an advisor to more than 2 student clubs/organizations

Student Group Advisor Duties and Responsibilities

1. Ability to attend club/organization executive board and general member meetings at least once a month
2. Be available to meet with club members as needed
3. Attend club/organization sponsored events on campus. This includes the requirement that the Advisor attends all large scale programs or parties; including off-campus guests and/or an expected attendance over 100 people hosted by the group. If an advisor is unable to attend such an event, it is the ADVISOR's responsibility to send a faculty/staff designee in their place.
4. Accompany the club/organization on trips that are more than 1 hour away from campus
5. Work with the Center for Student Involvement & Leadership, as necessary, to help promote and develop the organization
6. Support and uphold the club/organization policies and procedures initiated by the college and CSIL
7. Actively promote the club/organization in a positive and professional manner
8. Attend at least 1 advisor workshop per semester
9. Review club/organization handbook

Sign _____

Student Group President's Signature

Student Group President's Name (Please Print)

Date

Sign _____

Student Group Advisor's Signature

Student Group Advisor's Name (Please Print)

Date

Sign _____

CSIL Staff Member Signature

Student Group President's Name (Please Print)

Date Revised 07/05/18