Advisors Responsibility Form

Name of Student Organization:______________________________

As an advisor for the above student organization, I am aware that by assuming this role there are several obligations I am undertaking. These obligations include but are not limited to:

1. Maintaining contact information of all officers for this student organization. (To be supplied by an officer of the organization.)

2. Maintaining a list of the total membership of the student organization. (To be supplied by an officer of the organization.)

3. Seeing that you are notified of student organization activities (meetings, events, etc.) and also that the proper paperwork is filed through the Student Life & Leadership office. (This may be done via a calendar of events or e-mail.)

4. Ensuring that all financial transactions are done in accordance with the policies and procedures of Bursar’s office, Kettler Hall G57.

5. Conducting monthly meetings with an appropriate officer of the student organization to read and review the financial statements of the Student Organization Account. (This may be done via telephone or e-mail.)

6. Negotiating official contracts that the student organization wishes to engage in. Contracts must follow current guidelines set forth by Purdue University Fort Wayne. Arrangements for contract negotiations must be made by contacting the Business Manager for Student Affairs at (260) 481-0723 after a thorough advisor review.

By signing below, I agree to fulfill all of the obligations noted above as well as those outlined in the Student Organization Advisor’s Handbook.

Advisor: ________________________________    Dept.______________________

Signature of Advisor: ________________________________    Date: ____________

Thank you so much for supporting our student organizations, we could not have a thriving student body without you!

Please return to Student Life & Leadership, Walb Union 210

For Office Use Only:

Date Received:___________    Received By:______________________________