



THE COLLEGE OF ST. CATHERINE

Club and Organization Advisor Agreement Form

Responsibilities:

- Attend the regularly scheduled and special meetings of their organization.
- Attend off-campus events and events involving alcohol.
- Meet with executive officers to assist in the development of the organization's programs, goals, directions, and problems.
- Be available to meet regularly with officers/members when they need help.
- Stay current and familiar with the institution's policies and rules which govern chartered organizations.
- Sign all check requests and purchase orders.
- Monitor club/organization account and financial transactions.
- Ensure that new officers are elected by May 1 of the current academic year and that the names of the new officers are sent to the Student Center and Activities office. In the event that new officers cannot be elected by this time, the advisor will serve as contact for the group until officers are elected and will inform the Student Center and Activities office of this.
- Manage liability and risk management issues for the club/organization
- Attend Advisor meetings and training/development sessions sponsored by SCA.

Qualifications:

- A faculty or staff member at the College of St. Catherine employed during the full term of the agreement.
- A willingness to commit time and energy to the organization.
- Knowledge of the college's policies and procedures.

Club/Organization Advisor Agreement

I, the undersigned, agree to serve as the faculty/staff advisor for

_____ (organization name)

for the term of _____ through _____.

I agree to accept the responsibilities as outlined in the Club and Organization Advisor Agreement.

Name: _____

Title/Department: _____

Phone #: _____ E-mail: _____ Mail # _____

Signature _____ Date _____

Please return to the Student Center and Activities Office, Coeur de Catherine 270