

Advisor Commitment Letter

Dear Student Organization Advisor,

The Office of Student Life at Francis Marion University appreciates your commitment to serve as an advisor to a registered student organization at FMU. The advisor plays an integral role in helping student leaders create an environment within their organizations that is productive, safe, enjoyable, and educational.

As an advisor you agree:

- ✓ That you are a full-time employee (faculty or staff) at Francis Marion University and that you will notify the Office of Student Life immediately if your employment status changes.
- ✓ To assist your student organization in developing realistic goals for the academic year. This will contribute to the educational and personal development of the students involved.
- ✓ To be familiar with the student organization's constitution and all other governing documents, so that you may advise effectively.
- ✓ To attend any executive office, general meetings, and organization events (if needed).
- ✓ To receive and review monthly financial reports from the organization's treasurer (if needed).
- ✓ To encourage the officers of the organization to share information with the general membership.
- ✓ To assist in the orientation of new members and with the transition process each year.
- ✓ To be familiar with the FMU Student Handbook, the Student Code of Conduct, and other institutional guidelines that establish expectations for student behavior and activities.
- ✓ To help guide the group and its officers to establish policies, answer policy questions, and explain the consequences for choosing to operate outside their parameters.

The Office of Student Life will continue to be a resource for you as an advisor in a variety of capacities. In an effort to provide enhanced resources and guidance for advisors, the Office of Student Life will continue to provide information about student risk management. Each academic year during the Student Organization & Advisor Training, the Office of Student Life will include information on event planning, fundraising, and organizational development. In addition, the Office of Student Life will also provide advisors with relevant information on relevant articles, newsletters, and major campus activities/events that their student organization can benefit from throughout the year. For more information about these resources, please visit: www.fmarion.edu/studentlife/activities/documents

By signing this agreement letter, you have affirmed that you have read and understand the role of advisor, and that you are willing to serve as an advisor to the student organization named below. If you have any questions regarding the information presented in this document, please contact the Office of Student Life at 843-661-1182.

Name of Organization

Organization President Signature

Print Name

Date

Advisor Signature

Print Name

Date