

Advisor Commitment Letter

Dear Student Organization Advisor,

The FMU Dean of Students Office appreciates your commitment to serve as an advisor to a registered student organization at Francis Marion University. 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 Dean of Students Office 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 executive office, general meetings, and organization events when possible.
- ✓ To receive and review monthly financial reports from the organization's treasurer.
- ✓ 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 and the Student Code of Conduct and other
- ✓ institutional guidelines that establish expectations for student behavior and activities.
- ✓ To guide the group and its officers to established policies, answer policy questions, and explain
- ✓ the consequences for choosing to operate outside their parameters.

The Dean of Students Office 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 Dean of Students Office will continue to provide information about student risk management. Workshops will include information on event planning, travel, fundraising, and organizational development. In addition, the Dean of Students Office will also provide advisors with relevant articles, newsletters, and professional development opportunities throughout the year. For more information about these resources, please visit: www.fmarion.edu/students

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 Division of Student Affairs at 843-661-1182.

Name of Organization

Organization President Signature

Print Name

Date

Advisor Signature

Print Name

Date

Note: This publication was adopted from the SORC at Arizona State University on June 4, 2007