

AURORA UNIVERSITY  
ORGANIZATION ADVISOR AGREEMENT FORM

Advisor's Name \_\_\_\_\_  
Department \_\_\_\_\_  
Home Phone \_\_\_\_\_

Organization \_\_\_\_\_  
Academic Year 2011-2012 Office Phone: \_\_\_\_\_  
AU Email Address \_\_\_\_\_

**Advisor of student organizations**

Aurora University mandates that each officially recognized organization must have a faculty or staff member serving as an advisor to the group. The advisor must be a full-time employee of Aurora University with a minimum rank of instructor or be classified as an administrative professional and not currently serving as an advisor to more than one(1) non-Greek campus organization, and one(1) Greek Letter organization. The organization is free to choose their advisor, pending approval from the Office of Student Activities.

The advisor serves as an important resource for the organization, providing the basis for long-term stability, as well as growth and development for the students. As the students change from year to year, the attention and guidance of an advisor can have a marked impact on the group he or she works with.

The duties of the advisor, as detailed below, may be interpreted differently depending on the nature of the organization; specific areas of knowledge and expertise will vary among advisors.

Ideally, organizations are to be initiated, developed and maintained by the students. In instances when the student leadership may be weak or underdeveloped, the advisor is encouraged, through their guiding role, to help develop appropriate skills in the student while communicating with the Office of Student Activities their concerns for the organization.

**Specific responsibilities of the advisor are:**

- To attend meetings of the organization
- To chaperone either in person or by approved proxy, all organizational events and activities
- To provide mature counsel for the organization
- To aid the student members and officers in developing effective leadership skills
- To act as a resource to all student organization members (specifically to the executive board) having academic difficulties and follow up with communication and assistance when necessary
- To serve as an additional communication link between the organization, the Office of Student Activities, and Aurora University
- To be aware of all plans for programs and activities, to provide assistance when needed in the coordination of these events, and to serve as risk manager as needed
- To be aware of Aurora University regulations regarding campus organizations
- To acknowledge the successes and positive aspects of the group's pursuits
- To recognize that student organizations provide a forum for experiential learning for the student officers and members, and that organizational failures can be beneficial in this regard
- To stress the educational aspects of the students' experiences with their organization
- To provide a basis for continuity in an organization from year to year

The Office of Student Activities will serve as a mediator for any conflicts or concerns between the advisor and the organization. If an advisor decides to not continue their advisement of an organization, a transition meeting will be conducted in the Office of Student Activities.

I understand and agree that I will serve as Advisor to the above named organization for the indicated academic year.

Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Office of Student Activities  
Aurora University

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Date Received: