Date Received: \_\_\_\_\_ By:

## **Organization President and Advisor Agreement**

## Organization: \_

The following is a general agreement between the organization's president and advisor(s) for the 2011-2012 academic year. This agreement shall be updated annually or upon change(s) in president or the advisor(s).

President:		Phone:	Email:	@ my.hpu.edu
Primary Advisor:			Co-Advisor (Optional):	
I currently serve as a full-time:	Faculty	Staff	I currently serve as a full-time: (not required for Co-Advisor)	Faculty Staff
Title:			Title:	
Department:			Department:	
Preferred Phone:			Preferred Phone:	
HPU Email:		@hpu.edu	HPU Email:	@hpu.edu

## Responsibilities of the President on behalf of the Organization

- Complete a mandatory training seminar provided by the Center for Student Life and First-Year Programs.
- Understand and follow policies and administrative responsibilities regarding registered student organizations.
- Function as the liaison between the club and the Center for Student Life and First-Year Programs.
- Maintain open and effective communication with the Center for Student Life and First-Year Programs.
- Act as the representative of the organization or arrange a proxy representative.

## **Responsibilities of the Advisor**

- Complete a mandatory training seminar provided by the Center for Student Life and First-Year Programs.
- Encourage students to assume leadership positions.
- Provide guidance and support to the student organization members, officers, and overall mission.
- Be knowledgeable of the policies and administrative responsibilities regarding registered student organizations.
- Ensure that students are informed of the policies and procedures regarding registered student organizations.

I am willing and committed to perform the duties expected of an organization president on behalf of the organization. I have read the "President Responsibilities and Expectations" and fully understand the scope of my responsibilities and support the administrative policies governing registered student organizations at HPU. I agree to complete a training seminar in September 2011.

Date

I understand that I am advising this organization on a voluntary basis. I have read the "Advisor Responsibilities and Expectations" and fully understand the scope of my responsibilities and support the administrative policies governing registered student organizations at HPU. I agree to complete a training seminar in September 2011.

Primary Advisor Signature	Date	Co-Advisor Signature	Date
For Office Use Only			
President's seminar:		Added to Contacts List:	
Primary Advisor's seminar:		Added to Pipeline Group:	
Co-Advisor's seminar:			