

# Organization President and Advisor Agreement

Organization: \_\_\_\_\_

The following is a general agreement between the organization's president and advisor(s) for the 2017-2018 academic year. This agreement shall be updated annually or upon change(s) in president or the advisor(s). Form should be turned into Student Life at ATM 1400 or emailed to leadership@hpu.edu.

Organization President: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_ @ my.hpu.edu

## Responsibilities of Organization the President on behalf of the Organization

- Complete a mandatory orientation seminar and training provided by the Office of Student Activities.
- Serve as the liaison between the RSO and Student Life regarding all RSO matters.
- Ensure the RSO fulfills the responsibilities listed in the Student Organization Handbook.
- Follow policies and procedures set in the Student Organization Handbook.
- Abide by HPU's Code of Student Conduct.

*I agree to perform the duties expected of an RSO president. I have read the above list and fully understand the scope of my responsibilities. I agree to follow policies and procedures governing Registered Student Organizations, as set in the Student Organization Handbook.*

\_\_\_\_\_  
President Signature

\_\_\_\_\_  
Date

### Primary Advisor:

I currently serve as a full-time:      Faculty      Staff  
Title: \_\_\_\_\_  
Department: \_\_\_\_\_  
Work Phone: \_\_\_\_\_  
Cell hone \_\_\_\_\_  
HPU Email: \_\_\_\_\_ @hpu.edu

### Co-Advisor

(Optional):

I currently serve as: \_\_\_\_\_  
(full-time not required for Co-Advisor)      Faculty      Staff  
Title: \_\_\_\_\_  
Department: \_\_\_\_\_  
Work Phone: \_\_\_\_\_  
Cell Phone \_\_\_\_\_  
HPU Email: \_\_\_\_\_ @hpu.edu

## Responsibilities of the Advisor

- Complete a mandatory training seminar provided by the Office of Student Activities.
- Complete the Campus Security Authority Training
- Encourage students to assume leadership positions.
- Provide guidance and support to the student organization members, officers, and overall mission.
- Follow policies and procedures set in the Student Organization Handbook.
- Ensure that students are informed of the policies and procedures regarding RSOs.

*I acknowledge that I am advising this organization on a voluntary basis. I have read the above list and fully understand the scope of my responsibilities. I agree to follow policies and procedures governing Registered Student Organizations, as set the Student Organization Handbook.*

\_\_\_\_\_  
Primary Advisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Advisor Signature

\_\_\_\_\_  
Date

### For Office Use Only

President's seminar: \_\_\_\_\_

Added to Contacts List: \_\_\_\_\_

Primary Advisor's seminar: \_\_\_\_\_

Co-Advisor's seminar: \_\_\_\_\_

CSO: \_\_\_\_\_