

NEW MEXICO STATE UNIVERSITY
CAMPUS ACTIVITIES
ADVISOR AGREEMENT FORM

Seldom do faculty and staff have an opportunity to work with students outside the academic setting. In order to maximize benefit to the advisor and to the organization, the advisor must be an active participant. This requires that the advisor attend meetings and as many of the events or activities as possible. Part of the function of the advisor should be to maintain those traditions associated with the organization. The following guidelines have been developed to assist you in your role as an advisor.

The Advisor Agrees:

1. To be a full-time faculty or staff employee of New Mexico State University and to remain in this capacity to qualify as an advisor. Any exceptions to this requirement will be considered by the Director of Campus Activities.
2. To obtain approval from his or her department head or dean before assuming the role of advisor.
3. To be familiar with the policies and procedures of New Mexico State University and to provide interpretations as they relate to the organization that he or she advises.
4. To encourage the organization president or selected officers to attend student organizational workshops held during the fall and spring semesters. (i.e., chartering, activity authorization, funding workshops).
5. To review the by-laws of the student organization on a regular basis and to suggest changes or revisions as needed. Any changes must be submitted to the Campus Activities Office in Corbett Center (Room 235).
6. To assure that the organization follows prescribed chartering procedures, and maintains their copy of the Student Organization Handbook.
7. Insures that the Campus Activities Office is aware of all changes within the organization such as officer status, election dates, and name change of the organization.
8. To be aware of the financial status of the student organization at all times, which can be accomplished by contacting Karen Montoya, Accounting & Financial Reporting (646-1514) if it is a campus account.
9. To assure that members of the organization know that they MUST complete an Activity Registration Form and receive final authorization for any event or activity held on campus by the organization. Fundraising activities off campus also require the completion of an Activity Registration Form.
10. To inform the Campus Activities Office in writing if he or she is no longer able to serve or does not wish to serve as advisor to the student organization.

The advisor is to sign and date this Advisor Agreement Form in the spaces provided below and submit it to the Campus Activities Office for approval.

_____ hereby agree to assume the role of advisor for
Name of Advisor & Social Security Number or Banner ID
(please type)

_____ in accordance with the guidelines listed above.
Name of Organization
(please type)

Signature	Date	Department Address (please type)	Phone & E-mail (please type)
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