

***Student Organization Advisor Agreement***

Molloy University requires that all recognized student clubs and organizations have an advisor. An advisor must be a full-time employee of Molloy University, either as a faculty member or administrator. Student clubs are run and managed by students themselves, but advisors play a key role in providing leadership and offering guidance and advice to students.

***Expectations***

*Advisors shall …*

* be familiar with the mission, goals and purposes of the club they are advising.
* attend club meetings and events; Advisors are also invited to attend all training and meetings arranged for club leaders (attendance is optional/ schedule permitting but information will be sent beforehand as well as any recap)
* meet regularly with club officers as necessary to stay connected with the proceedings of the club.
* assist the group in formulating long-range goals and in planning and initiating short-term projects.
* promote student awareness of, and adherence to, policies governing student groups, including general Molloy policies, Student Involvement, Student Affairs and Molloy Student Government.
* serve as a resource for alternative solutions to problems confronting the group.
* make suggestions that will permit the officers to improve leadership skills.
* Be a bridge with the Office of Student Involvement and Student Affairs when the group needs additional support or may have concerns.

*Advisors should expect the club’s officers to …*

* keep them well-informed about all organization activities, meeting times, locations and agenda items.
* take initiative and follow through on commitments.
* meet with them regularly.
* treat them with respect.
* make them feel welcome at all meetings and activities.
* inform them of any potential problems that may affect the club or the University.
* be considerate of their professional obligations and to not leave important matters to the last minute.
* be the decision-maker and initiators of the club’s programming and policy.
* use them as a sounding board for discussing plans and problems.

***Regarding trips and conferences, all advisors or a pre-approved designee (coach) must attend all overnight conferences and/or tournaments. The Office of Student Involvement must approve all details of off-campus travel, including club roster, itinerary and chaperone.***

***Club Advisor Certification***

I hereby certify that I have met with the officers of this club and am familiar with the club’s purpose. I will serve as their advisor for the current academic year. I have read and understand the guidelines and expectations as explained above, and accept the responsibilities entailed.

***Please note this agreement is binding for both the Fall and Spring semesters.***

*An organization should choose its advisor for an academic year and may invite the advisor to serve again at the conclusion of the first year if the club so desires. If the advisor chooses not to serve as an advisor for the following year or the club chooses to select a new advisor for the following year, they must give written notification to Student Involvement.*

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| Club Name: |  *Enter text here* |
| Advisor’s Name: |  *Enter text here* |
| Department: |  *Enter text here* |
| Telephone Number: |  *Telephone* | Email: |  *Email* |
| Signature: |  *Signature* |
| Date: |  *Date* |

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| --- | --- |
| Club President Name: |  *Enter text here* |
| Signature: |  *Signature* |
| Date: |  *Date* |

*\*Please retain a copy of this form for your records*

*Updated Spring 2025*