

Salisbury University
Office of Student Activities, Organizations & Leadership
Registered Student Organization Advisor Agreement



RSO Name: _____

Advisor Name: _____

Classification: Full-Time Faculty _____ Full-Time Staff _____

Title: _____

Department: _____ Building/Office: _____

E-Mail: _____

Phone Numbers: Cell _____ Office _____ Fax _____

Registered Student Organization (RSO) Advisor Responsibilities:

- Be aware of the purpose and objectives of the RSO and be willing to commit time and energy to maintain a successful and rewarding student experience.
- Serve as a source of information and provide guidance and leadership, while understanding that the RSO is student-directed.
- Advise the RSO to meet on a regular basis. RSOs must meet once per month (minimally) with the advisor in attendance.
- Ensure RSO compliance with all applicable rules, regulations, and recognition requirements to remain in good standing with the Student Government Association and the University.
- As an employee of the University, you are legally bound to report any illegal activities, such as any forms of hazing or “open parties” where alcohol may or may not be served to minors.
- You are NOT liable for anything printed or broadcast by a student organization, but you ARE responsible for making that organization’s leadership aware of the possibility of liability involved in their actions.
- Attend **all** planned functions or activities of the RSO. The advisor must be present for the entire length of a major function (i.e. dance, festival, performance, etc.). *If an advisor has a conflict on the date of a planned function, it is his/her responsibility to find a suitable substitute to fill in during the anticipated absence. This substitution must be reported to the Office of Student Activities.*
- Offer ideas and assistance to RSO officers and members in planning events, fundraisers, and meetings.
- Assist with the development and oversight of the budget.
- Review and approve all purchase requests made by the RSO to the Appropriations Board and the Office of Student Activities.
- Participate in the perpetuation of the RSO by assisting in officer succession and training.

I understand that I will be advising this Registered Student Organization on a volunteer basis. I agree to accept the advisor responsibilities as previously outlined in this agreement.

 Advisor Name (Print)

 Signature

 Date

 RSO President (Print)

 Signature

 Date