



## **Student Organization Adviser Agreement Form**

Student Leadership and Engagement

Last Updated: January 10, 2022

Advisers are an extremely important asset to the success of student organizations and provide guidance and support to their members. The adviser provides continuity to the organization as members and officers change. An adviser should be familiar with the policies and regulations of the student organization, inter/national organization, Buffalo State, and relevant state and federal laws.

Student organizations affiliated with Buffalo State must have a full-time faculty/staff member as their adviser. Graduate Assistants or Interns are not eligible to serve as student organization advisers.

All student organizations are required to complete an Adviser Agreement Form through Student Leadership and Engagement and submitted on an annual basis. This serves as an official agreement between the adviser, student organization, and Student Leadership and Engagement that the faculty/staff member understands the roles and responsibilities associated with the position.

### **Responsibilities of student organization advisers:**

- Have knowledge and understanding of the student organization's mission, values, constitution, and history, lending continuity to the organization.
- Be aware and attend (when necessary) activities, meetings, and programs sponsored by the student organization.
- Build trust with the student organization and establish guidelines for their role as adviser.
- Encourage members to assume responsibility for their actions and the effectiveness of their programs.
- Be called upon to assist and advise the student organization during special meetings, organization accountability, and conduct review with the college.
- Provide knowledge and information related to the needs of the organization through expertise and experience.

Faculty/Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Campus Department: \_\_\_\_\_

Campus Address: \_\_\_\_\_

Campus Phone: \_\_\_\_\_

Buffalo State Email Address: \_\_\_\_\_

**TO BE COMPLETED BY STUDENT ORGANIZATION**

As the President of a registered student organization at Buffalo State, I agree to name the following faculty/staff member as the adviser for our organization.

- To name the following faculty/staff member as the adviser for our organization
- Understand that our adviser will be there to assist the student organization in accomplishing our goals.
- To meet with our adviser at least twice per semester.
- To contact our adviser for assistance and advice in matters involving the student organization.
- To contact Student Leadership and Engagement when I need assistance, information and/or support with my student organization.

Student Organization President (Print Name): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

Campus Phone: \_\_\_\_\_

Buffalo State Email Address: \_\_\_\_\_

**Please sign and return to:**

Student Leadership and Engagement

Campbell Student Union 400

(716) 878-4641

sle@buffalostate.edu

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**TO BE COMPLETED BY STUDENT LEADERSHIP AND ENGAGEMENT**

Student Leadership and Engagement Staff (Print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please contact Luke Haumesser, Associate Director for Student Leadership and Engagement, via email at [haumeslc@buffalostate.edu](mailto:haumeslc@buffalostate.edu) for any questions.