Clemson University Undergraduate Government (CUSG) and Graduate Student Government (GSG) recognizes that Student Organization Advisors play a critical role in the development of students and the organization.

Please note that CUSG and GSG requires all recognized student organizations (excluding Greek Organizations) to have an advisor that is a full-time employee of the University, either as a faculty member or staff member.

The duties of an advisor include:
- Maintaining regular contact and involvement with the officers of their student organization(s)
- Be knowledgeable about the mission, goals and purposes of the student organization
- Helping the group uphold Clemson University’s policies and guidelines
- Ensure that student organization adheres to all financial management requirements and guidelines
- Being familiar and involved with the activities and events of the group
- Providing resources and support for events and usage of spaces
- Assisting with the administration of the financial affairs of the group

In turn, the organization should:
- Regularly consult with the advisor, regarding activities, meeting times, locations and agenda items
- Consistently update advisor with organizational activities
- Invite the advisor to group meetings and events

Together, the President and the Advisors should:
- Have reviewed the organization’s constitution

In Practice
- Understand the financial status of the organization
- Have set general expectations for the advisor and student relationship

The signatures on this form indicate that advisor, as indicated below, has agreed to serve as advisor for the organization indicated below for the 2017-2018 academic school year. The signatures also verify that members of both parties have read the above information regarding the role of the student group advisor and accept the responsibilities entailed.

<table>
<thead>
<tr>
<th>Advisor Signature:</th>
<th>Date:</th>
<th>Organization President Signature:</th>
<th>Date:</th>
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<tbody>
<tr>
<td>Advisor Name: (Please print clearly)</td>
<td></td>
<td>President Name: (Please print clearly)</td>
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<tr>
<td>Advisor Title/Department:</td>
<td></td>
<td>Name of the Organization</td>
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<tr>
<td>Advisor Email Address:</td>
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<td>Advisor Phone Number:</td>
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