



# UVU Club Advisor Agreement Form

**PLEASE READ ENTIRE DOCUMENT AND INITIAL ALL BLANKS**

Name of Club or Organization

A primary club advisor is required of every recognized student club. When club director or officers are unable to contact the student leadership, we will contact the primary advisor directly with any questions/concerns. The primary advisor will also be listed for public access. A secondary advisor is allowed and would be contacted in the event that the primary advisor is unavailable. A secondary advisor will not be granted permission to authorize account expenditures.

ADVISORS EXPECTATIONS ARE:

The following criteria must be met to be a faculty/staff advisor for a Chartered Student Club at the Utah Valley University:

- A. The **advisor** must be full-time salaried personnel of the college. Hourly, part-time individuals may act as assistant advisors, but the advisor of record is the one ultimately responsible for all club purposes. \_\_\_\_\_  
Initials
- B. The **advisor** will assist in the pursuing the goals of the club. Encourage organization members to assume responsibilities and leadership positions within the organization. Helps provide continuity by assisting in minutes of meetings, reports on activities and events, membership lists; current club constitution and help student leaders preserve organizational records. \_\_\_\_\_  
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- C. The **advisor/Budget Index Manager** will be given supervision of the financial affairs of the club. Review expenditures and preserve organizational records. Work with your students and the banner system, approve banner requests in a timely manner, and encourage the maintenance of the accurate financial records by the organization members. Helps provide continuity by assisting in, budgetary needs and financial records. \_\_\_\_\_  
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- D. The **advisor** or assistant advisor must be in attendance at club meetings, activities, and special events or arrange to have other college-approved supervision. Provide reasonable and prudent support for club activities. The advisor is encouraged to attend meetings, events, and other function of the organization. Advisors must attend all events that require travel and all events that have *any level of risk*. \_\_\_\_\_  
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- E. The **advisor** must be familiar with University policies and procedures. These procedures are available in the UVU Clubs office (LC 101a) or on-line at [www.uvu.edu/clubs/](http://www.uvu.edu/clubs/) in the Club Manual. Advisors are expected to help guide students with campus policies. \_\_\_\_\_  
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BE AWARE OF STUDENTS WHO ASK YOU TO BE THEIR ADVISOR, BUT TELL YOU THAT YOU DON'T HAVE TO DO ANYTHING.

**Statement of Commitment and Consent:** I, the advisor, have read and understood the rules and regulations pertaining to registered student clubs in the Student Clubs Manual, and affirm that the information contained on the attached registration forms are true and correct to the best of my knowledge. I have agreed to be the faculty/staff advisor to the organization listed below for the 2008 – 2009 academic year. Further, I acknowledge that the officers listed on the Registration Form are the official representatives of this organization. \_\_\_\_\_  
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**Liability Understanding:** As a Utah Valley University (payroll) employee, you may have liability protection if you are acting within the scope of your assigned duties and are not acting willfully or wantonly. If you have any specific questions about liability protection, please contact Human Resource Services. \_\_\_\_\_  
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**Financial Account Understanding:** UVU's chartered student clubs must maintain a Student Club Financial Account. Any monies deposited into a Student Club Financial Account are considered State money (regardless of where the money originated) and must be spent per State rules and regulations. No University allocated funds may reside in a non-university financial account. \_\_\_\_\_  
Initials

**Instructions:** Please print, sign, and return to the Student Clubs Office (LC-101a).

<b>Primary Faculty/Staff Advisor's Name</b>	
<b>UVU Title</b>	
<b>Campus Mailing Address</b>	
Campus Mail Stop (3digit code)	
<b>Office Phone</b>	<b>Email Address</b>
<b>Advisor's Signature</b>	

<b>Budget Index Manager (If applicable) Name</b>	
<b>UVU Title</b>	
<b>Campus Mailing Address</b>	
Campus Mail Stop (3digit code)	
<b>Office Phone</b>	<b>Email Address</b>
<b>Advisor's Signature</b>	

<b>Secondary Faculty/Staff Advisor's/Budget Index Manager (If applicable) Name</b>	
<b>UVU Title</b>	
<b>Campus Mailing Address</b>	
Campus Mail Stop (3digit code)	
<b>Office Phone</b>	<b>Email Address</b>
<b>Advisor's Signature</b>	

**Forms can be found in the Clubs and Organizations Office (LC-101a) or in Student Government (SC-105e)  
Return to the Student Clubs Office (LC-101a)**

If you have any questions about advisor responsibility or University policies and procedures, please contact Julie Bagley, Director of Student Clubs & Organizations at [bagleyju@uvu.edu](mailto:bagleyju@uvu.edu) or 863-6750.