Club Advisor Agreement Form
2017-2018

All recognized student organizations are required to have an advisor. Any full-time member of the Millersville University faculty, staff or administration, is eligible to serve as an Official Advisor of Record to the club.

Expectations
A. The advisor serves in a voluntary capacity to the club and provides guidance, direction, advice, and continuity to both the members and officers of the club.
B. The advisor should be informed of what the club is doing and invited to attend meetings and organization activities.
C. Goals and ideas for the club should be discussed with the advisor.
D. Assist with officer transition and new officer training where appropriate and able.
E. Be familiar with national structure and services (if relevant).
F. Explain and clarify university policies and procedures that apply to the club.
G. Maintain an awareness of the activities and programs sponsored by the club.
H. Maintain contact with the Center for Student Involvement & Leadership.
I. Meet with leaders and officers to discuss upcoming meetings, programs, long range plans, goals and problem solving as frequently as possible.
J. Review and sign all club financial transactions.

Volunteer Advisors
Every organization must have an advisor who is a member of the Millersville University faculty, staff, or administration to serve as the official advisor of record. However, there are some organizations that require the addition of a Volunteer Advisor (i.e. Coaches, campus ministers, greek alumni advisors, etc.) in order to remain in compliance with national, regional, or local standards.

Organizations that have volunteer advisors can benefit from their guidance, training, and leadership. Volunteer Advisors can assist with the development of the organization and help to maintain and support the purpose and mission of the organization while advancing the experiential learning goals of the university. Please
note, Volunteer Advisors are NOT university personnel, and as such cannot sign club or university documents or serve as the Official Advisor of record.

Three background clearance checks are required of anyone interested in volunteering their time and talent with our students. Before you can volunteer at Millersville University, you need to complete three background clearance checks as required by Pennsylvania law:

- A. Act 34 (Criminal Record Check)
- B. Act 151 (Child Abuse History Clearance)
- C. Act 114 (FBI Federal Criminal History-Fingerprinting)

Given the length of time required for these checks it is important you promptly follow the steps provided [here](#).

| Club: | ________________________________ |
| Advisor Name: | ________________________________ |
| Campus Department: | ________________________________ |
| Campus E-mail Address: | ________________________________ |
| Phone Number: | ________________________________ |

- [ ] Official Advisor of Record
- [ ] Volunteer Advisor

I hereby agree to serve as an advisor to the above named club during the 2016-2017 academic year. If I am no longer interested in serving as an advisor I must submit a letter in writing to the club leadership and carbon copy the Center for Student Involvement & Leadership.

| Advisor Signature: | ________________________________ |
| Date: | ________________________________ |