**ADVISOR AGREEMENT** for New Student Organization Recognition of Faculty, Graduate and Staff Advisors, or Trustees of undergraduate organizations of Harvard College

The role of Independent Student Organization (ISO) Advisors is two-fold:

• First, advisors should endeavor to make positive contributions to undergraduate organizations by providing counsel to these groups and their leaders as they pursue their mission.

• Second, they are vital to supporting student leaders as they manage challenging situations that may arise in the course of a year.

Advisors and student leaders are also encouraged to work with the Student Engagement Team when they feel that additional advice or counsel is required.

The specific role of advisors varies depending on the student organization. Student leaders should work to delineate the responsibilities of their advisors before formalizing advisor relationships. Regardless of the type of relationship agreed upon, the advisor should act in accordance with the basic policies of Harvard College and Harvard University.

Each undergraduate organization must have at least ONE advisor; all must be employees of Harvard University. Advisors may derive from any of the Schools at Harvard University. Advisors should have an interest in the activities of the organization and be able to contribute in meaningful ways. Organizations may have as many advisors as they wish.

Advisors have no legal responsibility for undergraduate organization debts. However, advisors are encouraged to help students manage these situations, as their organizations are public reflections of the Harvard University community.

Advisors and trustees should be familiar with the regulations for undergraduate organizations, which are available on-line in the Student Organization Handbook.

This page serves as the official formalization of an advising relationship that must be submitted during the Annual Registration process. The document must be signed by an advisor and submitted electronically via TheHub by student leaders. Student leaders are encouraged to keep hard copies for their own records.

Finally, student leaders and their advisors are encouraged to write an extended advising agreement that delineates the particular role an advisor should play in the organization's life. The OSE has found that advising relationships are most meaningful when the particular roles and expectations of both students and advisors are outlined from the outset of the relationship.

Advisor Name:

Advisor Role/Title:

Advisor Type (faculty or staff):

Advisor School Affiliation:

Advisor Email:

Advisor Phone Number:

I agree to serve as this student organization’s advisor for the upcoming school year: [list student organization name here]: