

**Complete and submit this page to Student Activities**

### **Advisor Volunteer Service Agreement**

This Agreement is made between Lewis & Clark College ("College") and \_\_\_\_\_ ("Volunteer")

#### Advisor Service Responsibilities

Volunteer is interested in providing voluntary service at the College during the \_\_\_\_\_ academic year. Volunteer has offered to serve in this capacity with no compensation whatsoever. The responsibilities of the Volunteer include the following:

Volunteer shall serve as the Faculty/Staff Advisor for the \_\_\_\_\_ Student Organization. The volunteer will be responsible for the following ("Service Responsibilities")

*In requiring student organizations to have advisors, the College assumes that advisors will take an active role in the organization. The nature and style of that role is left to the determination of the organization and its advisor. The student organization advisor is primarily responsible for providing advising and guidance for the organization and act as a resource. The duties and responsibilities of the advisor include, but are not limited to, the following:*

- a) Have concern for the ongoing function of the organization. This includes attending meetings or reading meeting minutes and being familiar with the group's constitution and practices.
- b) Schedule specific times during which organization members may consult with you.
- c) Serve as a resource person for planning events and programs, resolving issues confronting the group, and assist with orienting new members and leaders.
- d) Encourage the organization to function within College guidelines and not condoning any activity that does not keep with the letter and spirit of College policy.
- e) Remain aware of the organization's financial status and encouraging the maintenance of accurate financial records.
- f) Encourage the learning process by remembering that it is the students' organization and they are free to make their own decisions.
- g) Attend meetings for organization advisors when requested by Student Activities.
- h) Provide a signature for any documents requiring an advisor's signature.
- i) Be present on campus for the entire academic year, by not going on sabbatical or taking a leave of absence.
- j) By reading this agreement in the process of the organization's recognition for the academic year, the L&C faculty/staff member certifies that they will fulfill the duties of a student organization advisor to the best of their ability.

#### Terms and Conditions

The Volunteer agrees to the following terms and conditions

- a) The responsibilities and duties of the Volunteer shall be determined by the aforementioned Student Organization and the Office of Student Activities and shall be performed under the general supervision of the aforementioned Student Organization and the Office of Student Activities.
- b) The Volunteer will perform her/his duties in accordance with the College's personnel conduct policies, including without limitation policies concerning drug and alcohol use, smoking, non discrimination, and such other policies and guidelines as may be enacted by the College. Please review the College's staff conduct policies found on the Human Resources website as amended from time to time.

#### Termination

**Lewis & Clark College**  
**Office of Student Activities**

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The Agreement is not a contract of employment and may be terminated by the College at any time before the end of the aforementioned period if the Volunteer is unwilling or unable to fulfill the Service Responsibilities or violates any of the aforementioned Terms and Conditions.

Accepted this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

Name of Volunteer: \_\_\_\_\_

Signature of Volunteer: \_\_\_\_\_

Advisor: Please be sure to retain a copy of this Agreement for your records. Student Activities will retain a copy and forward the original to Human Resources.