



Sample Advisor Agreement

A useful instrument for sharing expectations and clearly identifying an Advisor’s role is the advisor’s contract. Even if you don’t choose to put your agreement into contract form, record your expectations for future leaders of the organization.

The members of _____ (organization) _____ request _____ (name) _____ to serve as Advisor of the organization for a period not to exceed _____ (how long) _____ beginning with _____ (semester) _____. The student organization leaders will add this individual to Hopkins Groups after this contract has been signed.

Duties, responsibilities, and expectations of the position are as follows:
(List responsibilities and expectations of the Advisor and organization)

Duties and responsibilities may be reconsidered at the request of the Advisor, president, or majority vote of the membership in a regular meeting.

Student Leadership:

I have met with the advisor listed above and discussed the duties and responsibilities of student leaders of the above-named organization and duties and responsibilities of Advisor.

Signature: _____ Date: _____

Signature: _____ Date: _____

Advisor:

I have met with the president of the above-named organization and discussed the duties and responsibilities of Advisor as listed above. I agree to serve as Advisor and will fulfill these duties and responsibilities to the best of my abilities. In addition, I will complete the necessary trainings and meet with a Category Coordinator and/or staff in Student Leadership and Involvement once a year.

Advisor Signature: _____ Date: _____