



Advisor Acceptance Form

Sometimes students and advisors have different ideas and expectations of what role the advisor plays in a student organization. This form is designed to align expectations of the advisor's role and involvement in the organization.

Directions:

1. Print out one copy of this form, and set up a time to meet with your potential advisor.
2. Discuss each point and rate each statement from 1 to 5 with 5 being a vital part of the advisor's role and 1 being not at all a part of the advisor's role.
3. After discussing all of the items, the president and advisor can then form a plan for the relationship throughout the year.
4. Submit the completed and signed form to the Student Affairs Office in 238.

Attendance

- Attend all regular meetings
- Attend all officer meetings
- Attend organization's activities

Meeting Involvement

- Assist in preparing the agenda
- Offer ideas and assist in the planning/review of the organization's events
- Provide personal viewpoint during discussions and meetings
- Review minutes before they are distributed
- Assist in finding speakers or panelists for meetings

Goal-Setting Process

- Participate in goal-setting process
- Provide feedback to officers on progress toward goals
- Require committees to follow up with advisor on progress toward goals
- Assist the group with evaluation of past events and/or organization structure

Organization Development

- Provide guidance and leadership to ensure that students are leading all activities and decisions
- Research and present development opportunities available on or off campus
- Cancel events when advisor believes they are poorly planned
- Provide ongoing feedback to organization leadership

Elections/Appointments

- Attend all elections
- Count all ballots with non-candidate students
- Assist in transitioning new officers and providing historical context on organization

Additional Responsibilities

- _____ Review and proof all official correspondence before being distributed
- _____ Meet weekly with the organization's president
- _____ Know all officers of the organization by name

Advisor Acceptance

I have read and discussed these roles with the student leadership and agree to be the advisor to _____ (student organization) at Marquette University Law School.

Advisor Name: _____

Advisor Signature: _____ Date: _____

Office Phone: _____

Email: _____@marquette.edu

Organization President Name: _____

Organization President Signature: _____ Date: _____