Lycoming College
Fraternity/Sorority ADVISOR-Chapter Agreement

Name of Organization: __________________________________________________________

Each fraternity and sorority shall have at least one faculty/staff advisor who must be a full-time member of the college’s faculty and staff selected by the organization membership. The faculty/staff advisor will serve a one-year term with possible extension based on mutual agreement between the advisor and the chapter.

Responsibilities of a Faculty Advisor:

- Meet with the new members at the beginning of each new member period.
- Meet with each member of the organization individually once per year.
- Meet individually with members who are having academic difficulty.
- Read correspondence sent from Office of Student Programs Leadership Development and the Inter/National Headquarters. Share with chapter, as appropriate.
- Be available to meet confidentially with members upon request.
- Upon appointment as an advisor, attend an orientation meeting with the Assistant Director of Student Programs Leadership Development about the expectations and requirements of the position and the needs of the chapter.
- Upon appointment as an advisor, meet with the chapter officers and the Assistant Director of Student Programs Leadership Development to establish mutual understanding and expectations.
- Attend an annual Advisors Workshop and monthly Advisors Luncheons sponsored by the Office of Student Programs and Leadership Development.
- Be available to attend chapter meetings upon request.
- Be knowledgeable about areas affecting fraternities/sororities: recruitment, new member education, expansion, public relations and image, scholarship, service, risk management, etc.
- Contact Assistant Director of Student Programs Leadership Development if unsure of how to handle a situation.
- Contact Assistant Director of Student Programs Leadership Development if the chapter could benefit from special guidance or programming.
- Meet with inter/national visitors, as appropriate.
- Meet with chapter alumni advisors, if applicable and appropriate.

I understand and agree to perform the role of advisor to the above-listed organization and as specified in the above expectations for the academic year of 20____ - 20____.

Name:_______________________________________  Phone:___________________

Campus Address:_______________________________  Email:____________________

Signature:_____________________________________  Date:_____________________

Witnessed by Chapter Officer

Name:________________________________________  Phone:____________________

Position:______________________________________  Email:____________________

Signature:_____________________________________  Date:_____________________

Please complete reverse side of form.
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Responsibilities of Chapter Members in Relation to Their Faculty Advisor:

- The New Member Educator must schedule meetings between new members and faculty advisor. Meeting should occur within the first two weeks of the beginning of the new member program, but must occur at least one week prior to initiation.
- A chapter officer must schedule one meeting between each individual member and the advisor once per year. It is recommended that these meetings be scheduled early in the fall semester.
- The Scholarship Officer/Chairperson must provide a list of members who need to meet for academic advisement with advisor. Contact information must also be provided.
- Chapter officers must meet as a group with the advisor once per month.
- Chapter presidents must meet with the advisor at least once per month.
- A chapter officer should schedule a meeting between the advisor and national visitors/consultants when they are on campus.
- If the chapter has an alumni advisor, a chapter officer should schedule a meeting between the two advisors at least once per year.
- Provide advisor with copies of monthly/semester calendars, chapter meeting minutes and goals, as appropriate.
- Don’t just go to your advisor when you have a problem. Make an effort to tell them the great things you are doing!

I understand and agree to support the role of advisor as specified in the chapter expectations listed above and the Faculty/Staff Advisor expectations on the reverse side. I further understand that this process must be completed annually and the relationship between this faculty/staff advisor and the chapter will only continue upon mutual agreement.

Name:________________________________________  Phone:____________________
Position:______________________________________  Email:____________________
Signature:_______________________________________  Date:_____________________

Witnessed by Faculty Advisor

Name:_______________________________________  Phone:___________________
Campus Address:_______________________________  Email:____________________
Signature:_____________________________________  Date:_____________________

Please ensure that reverse side of form is completed and return to Office of Student Programs and Leadership Development no later than Friday, September 3rd, 2010.