



ARIZONA STATE UNIVERSITY

ADVISOR COMMITMENT LETTER

Your commitment to serve as an advisor to a registered student organization at Arizona State University is appreciated. The advisor plays an integral role in helping student leaders create an environment within their organizations that is productive, safe, enjoyable, and educational.

As an advisor you agree:

- That you are a full or part-time employee (faculty or staff) at Arizona State University and that you will notify your Campus Organization Office immediately if your employment status changes.
To assist your student organization in developing realistic goals for the academic year. This will contribute to the educational and personal development of the students involved.
To be familiar with the student organization's constitution and all other governing documents, so that you may advise effectively.
To attend executive office, general meetings, and organization events when possible.
To receive and review monthly financial reports from the organization's treasurer.
To encourage the officers of the organization to share information with the general membership
To assist in the orientation of new members and with the transition process each year.
To be familiar with the Arizona Board of Regents Student Code of Conduct and other institutional guidelines that establish expectations for student rights, responsibilities and activities.
To answer policy-related questions, guide the group and its officers to follow established policies and protocols, and explain the consequences for choosing to operate outside their parameters.

Your Campus Organization Office will continue to be a resource for you as an advisor in a variety of capacities, such as providing information about student risk management, event planning, travel, fundraising, and organizational development, etc. Relevant articles, newsletters, workshops and other professional development opportunities will be available throughout the year. For more information about these resources, please visit your Campus Org Office in person or via the web, as listed below.

By signing this agreement letter you have affirmed that you have read and understand the role of advisor, and that you are willing to serve as an advisor to the student organization named below. If you have any questions regarding the information presented in this document, please contact your Campus Organization Office.

Please print:

Name of Organization: Software Developers Association (SoDA)
Organization President's Name: Joseph Drolshagen
Organization Advisor's Name: Kevin Burger
Advisor's Email: burgerk@asu.edu
Advisor Signature: Kevin Burger
Date: 9-28-12
President Signature: [Signature]
Date: 9/28/2012

An Advisor Commitment Letter must be submitted to complete the registration process.

It is the responsibility of the student organization to manage this form between the Advisor and Submission. To submit this form, choose one of the following methods on the campus where you have registered your organization. (Email is only for scanned in signed documents.)

Table with 4 columns: DOWNTOWN CAMPUS, POLYTECHNIC CAMPUS, TEMPE CAMPUS, WEST CAMPUS. Each column lists contact information (FAX, MAIL, IN PERSON, EMAIL) and the location of the Campus Org Office.