

A&A REGISTERED STUDENT ORGANIZATION / ADVISOR AGREEMENT

Each registered student organization (RSO) for the UW Aeronautics and Astronautics Department (UW A&A) is required to have at least one faculty/staff advisor. In general, the advisor to a registered student organization (RSO) serves to represent the organization to the University and, conversely, the University to the organization.

While students are the primary leaders of the RSO, advisors serve to help them navigate the policies and procedures of the University. Also, members of the organization should be able to count upon the advisor for assistance and guidance in planning/conducting the program and activities of the organization.

Please review the information below, complete the second page, and return the form to aeroadvising@uw.edu and cc aahr@uw.edu.

QUALIFICATIONS OF AN ADVISOR

- Be a faculty or staff member at UW A&A
- Willingness to dedicate time, energy and your presence to the student organization
- Knowledge of University policies and procedures and help ensure RSO remains compliant

AN RSO ADVISOR SHOULD

- Assist in the general development and operation of the organization
- Attend the organization's meetings and events when required/feasible/requested
- Provide guidance in the planning of the activities and conduct of the organization
- Keep the Center for Student Involvement informed about any concerns of the organization as needed
- Assist with the navigation of group dynamics
- Be knowledgeable of organization documents, including Constitution
- Be familiar with [RSO Resources and Policies](#)
- Be accessible and respond in a timely manner to questions and requests.

WHAT AN ADVISOR CAN EXPECT FROM THE RSO

- Keeping the advisor informed of all organization activities, meeting times, locations and agendas
- Providing minutes from meetings when requested
- Meeting regularly with the advisor and use them as a sounding board for discussing plans and problems

WHAT A STUDENT OFFICER CAN EXPECT FROM AN ADVISOR

- Assistance with formulating long-range goals and planning/initiating short-term projects
- Assistance with understanding and following University policy and procedure
- Suggestions of ways the club meetings can be improved
- Assistance with evaluating club projects, performance and progress
- Making suggestions that will permit the officers to improve leadership skills
- Safety and health advising

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Name of A&A Affiliated RSO _____

Advisor's Name _____

Advisor's UW Email _____

RSO Officer's Name _____

RSO Officer's UW Email _____

Details

RSO and advisor will meet:

- Weekly
- Monthly
- Quarterly

These meetings will take place:

- Via Zoom or MS Teams
- Phone
- In person

- Emails, phone calls or requests for meetings will be returned within two business days.
- Advising Checklist has been reviewed by both the RSO contacts and advisor.

I agree to

- **Serve as an advisor to the RSO listed above for the 2021-2022 academic year**
- **Accept the responsibilities as laid out in this Agreement**

Advisor's Signature _____

Date: _____

I agree to

- **Accept the responsibilities as laid out in this Agreement**

RSO Officer's Signature: _____

Date: _____