

# EXPECTATIONS OF SPONSORS

---

The following is a list of expectations of sponsors for student organizations. A sponsor's actual commitment level will vary depending on his or her style of leadership and the needs of the organization. However, this list is extremely helpful in facilitating a discussion between the sponsor and the leaders of the group about the role the sponsor will take. The sponsor should be very clear about the things he or she will do, the things he or she will NOT do, and his or her expectations from the group as well.

**Keep** abreast of club activities.

**Be** familiar with the club's constitution and bylaws.

**Meet** with the club's officers regularly. At the beginning of the year, discuss what your particular role, responsibilities, and level of involvement will be.

**Read** meeting minutes.

**Attend** major club activities and events.

**Help** the club maintain consistency with University policies. (The *Student Handbook* and *Clubs Manual* are helpful resources.)

**Be** familiar with university facilities, services, and procedures that affect the club.

**Provide** continuity. Offer the club a sense of history and direction.

**Help** facilitate the transition of the club from year to year. Ensure that the club conducts officer elections, participates in the Activities Fair, and re-registers each year.

**Keep** official files and copies of official correspondence in your office.

**Serve** as a resource.

## **Optional Expectations of a Sponsor (if requested by the club)**

---

**Keep** club paraphernalia, records, etc., over the summer and during officer transition.

**Mediate** interpersonal conflicts that arise.

**Initiate** ideas for discussion that could possibly help the club, and speak up when the club is likely to make a poor decision.

**Represent** the group in conflicts with members of the university staff.

# SPONSOR EXPECTATIONS OF THE CLUB

---

As a sponsor, you will also have expectations of the club's members and officers. They may include, but are not limited to, the following:

**Attendance** at programs and meetings.

**Advance** notification of program or meeting cancellations.

**Written** goals and objectives for each semester.

**Written** calendar events for each semester.

**Accurate** record-keeping.

**Awareness** of university policies.

**Sensitivity** to the academic nature of university life and support of the university's mission.

**Willingness** to provide feedback to one another.

**Communication** of expectations.

\*Adapted from [A Handbook for Student Group Advisors](#), John H. Schuh, ed.

These expectations should be discussed and processed at the beginning of the year. It is also important to re-assess and update them as needed throughout the year.

# BENEFITS OF BEING A SPONSOR

---

- ✓ A unique opportunity to get to know and work with students outside the classroom or office.
- ✓ The reward of watching a group of students grow and develop their individual skills and talents.
- ✓ A feeling of satisfaction and accomplishment through making a special contribution to a group of students,
- ✓ The opportunity to informally share your knowledge on relevant topics.

# WHEN LEAVING THE SPONSOR ROLE

---

When leaving the sponsor role, we ask that you do the following;

1. Inform the Club President of your intentions and explain his/her options.
2. Assist the President in identifying possible new sponsors.
3. If leaving during the academic year, inform the Assistant Director of Student Activities (Holly Williams, hollyw@rice.edu).
4. If possible, meet with the new sponsor to pass any valuable information about the club. You are the best person to train a new sponsor and orient him/her to the organization.