

## Sponsor Expectations Checklist

*\* Adapted from Student Activities at the University of Florida*

Listed below are expectations which can be negotiated between student leaders and their Sponsor. This form is designed to help Sponsors and officers arrive at a clear and mutually agreed upon Sponsor role.

The Sponsor and the officers of the organization should rank the following items (from 1 – 5, with **1** being an **essential** duty of the Sponsor and **5** being **absolutely not** a Sponsor’s duty) and then meet to compare answers and discuss any differences. For items that are determined not to be the responsibility of the Sponsor, it is important to establish whose responsibility it will be.

TM Rank	JR Rank	CB Rank	Activity
3	3	2	Attend all general meetings
2	1	3	Attend all executive committee meetings
1	5	2	Call meetings of the executive committee when believed to be necessary
3	2	1	Explain University policy when relevant to the discussion
2	2	1	Explain University policy to the entire group once a year
2	1	1	Depend on the officers to observe University policy throughout their terms
3	3	3	Meet with the chief student leader before each meeting
3	2	5	Help the chief student leader or other officers prepare an agenda before each meeting
1	1	2	Speak up during discussion when the Sponsor thinks the group may make a poor decision
5	4	2	Be quiet during the general meetings unless called upon
3	5	5	Exert influence with officers between meetings
3	3	3	Take an active part in formulating the goals of the group
1	1	2	Initiate ideas for discussion when the Sponsor believes they will be helpful to the group
2	1	1	Be one of the group, except for voting and holding office
2	3	1	Attend all group activities, meetings, events, etc.
4	1	1	Request to see the treasurer’s books at the end of each semester
4	2	3	Check the secretary’s minutes before they are written in final form
3	1	1	Check all official correspondence before it is sent
3	1	1	Get a copy of all official correspondence
3	1	4	Be a custodian of all group paraphernalia, records, etc. between officer transitions
1	2	2	Keep the official files of the organization
1	1	2	Inform the group of infractions of their bylaws, codes, and standing rules
1	3	3	Make the group aware of its stated objectives when planning events
3	2	3	Veto a decision when it violates a stated objective, the bylaws, or University policy
2	1	3	Mediate interpersonal conflicts that may arise
3	3	4	Be responsible for planning leadership skills workshops
3/2	2	5	Let the group work out its problems; allow for mistakes and “doing it the hard way”
2	5	2	Insist on an evaluation of each activity by those students responsible for planning it
3	1	2	Take the initiative in developing teamwork and cooperation among the officers
3	5	1	Let the group thrive or decline on its own; do not interfere unless requested
3	1	2	Represent the group in any conflicts with members of the University staff
3	1	1	Be familiar with University resources and procedures that affect group activities
1	2	1	Recommend programs, speakers, etc.
2	1	1	Take an active part in the orderly transition of responsibilities between old and new officers
2	1	3	Cancel any activities when you believe they have been inadequately planned, will violate organization, university, state or federal rules/laws, or are unsafe