



B. Club Advisor Agreement Form

Student club and organization advisors must be a faculty, professional or staff member of the college. It is the responsibility of the advisor to facilitate and assist students in the effective operations of their clubs or organizations. The role of the advisor is an important function of a club/organizations' success. Being an advisor requires a time commitment on the part of the faculty or staff member that may include time outside of normal college hours. It is important that the advisor communicates with their students and provides important information about programs to the Student Activities Director. The Student Activities Director is a resource for all student clubs/organizations and is willing to attend club/organization meeting and to work within their group to resolve a problem.

Commitment to the Club/Organization:

- Attend Advisor training and informational sessions
- Assist the students in setting realistic goals and objectives each academic year.
- Participate in community volunteer events.
- Be well informed about all of the plans and activities of the group.
- Be aware of college policies and should ensure compliance with the policies.
- Encourage members to accept responsibility for specific officer positions and help them recognize the importance of their roles in relationship to the club/organization.
- Work with students to help them plan programs that are beneficial and consistent with educational objectives of the college.
- Attend all club/organization meetings.
- Attend all on-campus and off-campus events and travel.
- Meets deadlines for requests and approvals.

Mandatory Club/Organization Events:

- Attend Fall and Spring Club Rush events
- Phi Theta Kappa, Psi Beta, Sigma Alpha Pi, SGA and must participate in the Student Awards Banquet.
- Each club must participate in at least one fundraising event per semester.
- Each club must participate in at least one Student Activities event per semester.
- Each club must participate in at least one community service event per semester.

I have read the Advisor's Expectations and agree to do what is expected of an advisor. Advisors will not receive stipend pay unless all mandatory event/meetings/minutes have been met.

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| Club/Organization | Advisor's Signature | Date |
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| Club/Organization | Co-Advisor's Signature | Date |
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I have read and understand the importance of the advisor's role and I am supportive of the faculty/staff members' commitment to this position.

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| Director of Student Activities | Date |
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