



## CLUB ADVISOR APPROVAL AND AGREEMENT (SA-1)

### Memorandum

TO: Director of Student Activities

FROM: \_\_\_\_\_  
Club Name

DATE: \_\_\_\_\_

SUBJECT: Student Activities Club Advisor Request Form

The staff member listed below is recommended to serve as an advisor for the Student Activities sanctioned club listed above:

Name of Requested Club Advisor \_\_\_\_\_

Supervisor Signature and Date \_\_\_\_\_

Name of Requested Co-Advisor (Optional) \_\_\_\_\_

Supervisor Signature and Date \_\_\_\_\_

### Club Advisor Agreement

Student club advisors must be employed at the College. The club advisor is responsible for facilitating and assisting students in the effective operations of their clubs or organizations. The role of the club advisor is integral to the club's success. Being a club advisor requires a time commitment on the part of the staff member that may include time outside of normal college hours. It is important that the club advisor communicates with their students and provides important information about programs to the Director Student Activities (DSA). The DSA is a resource for all student clubs and is available to attend club meetings if a conflict or if problems arise.

#### Commitment to the Club:

- Assist students with goals and objectives each academic year
- Participate in community volunteer events
- Stay well-informed about all the plans and activities of the group

- Be knowledgeable of College policies and ensure compliance
- Encourage club members to pursue and accept responsibility for specific officer positions and help them recognize the importance of their roles in relationship to the club
- Work with students to help them plan programs that are beneficial and consistent with the educational objectives of the college
- Attend all club meetings
- Attend all on-campus and off-campus events and travel

Mandatory Club Events:

- Leadership training
- Fall and Spring Club Rush events
- Student Awards Banquet
- Each club must participate in at least one fundraising event per academic year
- Each club must participate in at least one community service event per academic year.

*I have read the club advisors' expectations and agree to do what is expected of a club advisor. I understand the importance of the club advisor's role. Club advisors may not receive stipend pay if requirements have not been met.*

This form must be completed by the club advisor(s) and supervisor(s) and then submitted to the DSA no later than two (2) weeks after Club Rush.

Club Name	Advisor's Signature	Date
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Club Name	Co-Advisor's Signature	Date
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Approved	Denied
Approved	Denied

Director of Student Activities

Approved	Denied
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Associate Vice President of College and Community Engagement

Approved	Denied
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Vice President, Advancement