

CCRI Club Advisor Annual Agreement to Serve

Club Name: _____

Student involvement in campus organizations provides an opportunity for students to develop leadership and organizational skills. This involvement also complements their educational objectives with important out-of-class activities. Advisors help by providing continuity, facilitating growth and serving as a teacher. These are important and vital services to a successful student organization.

All recognized student clubs must have a full-time faculty or staff member serve as their advisor. Advisors are selected by their club, and approved by Student Affairs. Advisors are volunteers who serve in a critical capacity. The advisor acts as an “agent” of the college and carries some legal and fiduciary responsibilities.

An Advisor’s Responsibilities to the College:

1. Attend mandatory trainings each year. Only trained advisors will be allowed to serve.
2. Be familiar with College financial policies and procedures and the club’s constitution.
3. Advisors are considered a campus security authority (CSA) under the federal Clery Act and a responsible person under the federal Violence Against Women Act (VAWA).

An Advisor’s Responsibilities to the Club:

1. Advise the student group on college policy including educating the members and assisting them in their work within the college structure.
2. Provide direction and assist officers in managing the club’s budget, e.g. approving all expenditures
3. Assist with planning and implementation of club events and activities and the use of college facilities for those programs.
4. Attend student group meetings and be present at events and activities.
5. Assist the student group in setting realistic goals and objectives and then keeping the group focused on them.

An Advisor’s Responsibilities to Student Government:

1. Be familiar with Student Government policies and procedures and Constitution as they relate to clubs.
2. Inform Student Government when the club is facing obstacles in achieving its goals/mission.

If it is necessary for an advisor to resign to his/her position, he or she shall notify their club officers, Student Government, and Student Affairs.

I have read and understand the above information. I accept the responsibilities stated above as well as other responsibilities that my club’s constitution may call for. I am willing and able to serve as advisor to the club listed above.

Advisor’s Printed Name: _____

Advisor’s Signature: _____

Student Affairs Signature: _____

Date Reviewed: _____