



Club/Organization Advisor Contract

I accept the position as Advisor for _____ Club/Organization for the _____ academic year. I will serve as an active participant and supervisor of the clubs/organization's meetings, events, and activities. I understand Central Lakes College club/organization advisors who are faculty members will be paid a stipend upon successful completion of the responsibilities outlined below. Central Lakes College staff members may serve as advisors in the event that the club/organizations mission and role is not academic in nature. Central Lakes College staff members do not have the ability to be paid a stipend as a result of their union contracts. All club/organization advisors who qualify for a stipend will be paid at the completion of the academic year when all contractual responsibilities have been fulfilled.

Club/Organization Advisor Responsibilities

Because student clubs & organizations may not be familiar with all Central Lakes College/Student Life policies, regulations or state and local ordinances, it is Central Lakes College's position that each approved club/organization must have an advisor (either a faculty member or approved administrator/staff person) whose role will be to guide and nurture the group in order to adhere to the philosophy and intent of the club/organization and Central Lakes College's mission statement. An advisor's primary responsibility is to make a strong commitment to the group and to aid in the personal growth of the students. It is expected that all club/organization advisors will fulfill the following expectations and responsibilities:

- 1) Be a member of Central Lakes College faculty or staff and be assigned to the role.
- 2) Serve as a positive role model to the students of Central Lakes College and take an active role in helping students plan and administer a meaningful program that is consistent with the club's/organization's purposes and with the goals and objectives of the college.
- 3) Attend an annual advisor meeting and policy review with the Director of Student Life.
- 4) Assist the club/organization in executing activities and events, including the completion of all necessary paperwork authorizing them.
- 5) Attend all club/organization events and trips in their entirety (unless they are excused by an administrator), be well informed about club activities and regularly attend club/organization meetings.
- 6) Ensure that all necessary club/organization documentation is current and on file in the Student Life office no later than 28 business days from the beginning of each semester.
- 7) Provide a list of student officers with a minimum of the following functional areas addressed: president, vice president, secretary, treasurer, and student senate liaison. Responsibilities for each office are to be defined in the club/organization bylaws. (Club/Organization officers must be fully admitted and enrolled students.
- 8) Submit a completed Fundraising Activity Approval Form for approval by the Director of Student Life, College Foundation and Director of Business Services prior to proceeding with any fundraising activities.
- 9) Ensure that travel waiver & liability release forms have been completed by all members before any travel takes place.
- 10) Coordinate with the Student Senate and the other student clubs/organizations for the sharing of resources and activities.
- 11) Ensure full compliance with all college policies related to student conduct during club/organization events and will consult with their supervisor when questions of policy or procedure arise or other issues evolve.
- 12) Oversee all financial transactions, including the club/organization budget, and ensure proper authorization and documentation is completed and that the club/organization does not exceed available funds. All expenditures must be co-signed by the designated student officer responsible for managing the club/organization funds.
- 13) Inform the Director of Student Life as soon as possible if a club/organization disbands or becomes inactive.
- 14) Submit a written summary report of the activities accomplished by students and advisors. A preliminary summary report is due to the Student Life Activity Committee with the annual budget request; a final summary report is due to the Director of Student Life by May 1 of each year. Annual stipend payment for faculty members who qualify will be processed after the report is submitted. (Each club/organization is limited to one stipend. If more than one advisor is identified, the stipend payment will be split equally.)

Advisor Signature	Date	Signature of Supervisor	Date