

CLUB/ORGANIZATION ADVISOR RESPONSIBILITY FORM

I _____, advisor of _____, agree to perform the following duties and responsibilities for this club/organization, which include, but are not limited to:

- Attend mandatory annual Advisor Training offered by Student Activities and sign responsibility form each year.
- Attend all club meetings, ensure that they are properly scheduled, posted on Engage, and Student Activities has prior notification.
- Serve as a resource to the club officers, consultant on projects and liaison between the College and the club/organization.
- Inform club members of the anti-hazing regulations stated in the constitution.
- Approve and submit appropriate documents (e.g. reservation forms, recognition forms, travel forms, requisitions, flyers) for Student Activities approval.
- Document advisor hours which should correlate directly with club activities posted on Engage. May include a max of 5% of recorded hours towards "Communication" for emails, calls, texts, etc.
- Ensure fiscal responsibility by managing budgets, complying with College policy, Cash and Collections Guidelines, Purchasing Card usage guidelines, and SA requirements.
- Serve as an Engage administrator to ensure Engage is up-to-date and accurate according to SA policy.
- Assist with the formulation, amendment, and clarification of the constitution and bylaws.
- Meet with the club leaders on a regular basis to promote efficient and effective leadership, fiscal responsibility, and integrity.
- Advise the planning of activities and events and oversee elections.
- Confirm that activities and events are approved in advance.
- Manage and supervise all travel, activities, and events or appoint a designee.
- Work with the officers to promote efficient and effective administration.
- Assist with the development, training, and orientation for new members.
- Consult with Student Activities Office when questions and conflicts arise.
- Enforce the College Student Code of Conduct at all activities/events whether on or off campus.
- Intoxication or use of illegal drugs during any College sponsored activity is strictly prohibited.
- In an emergency contact 911 or contact your campus security office. If an incident occurs off campus, once safety is secured, a report is to be filed with campus security office by contacting **(561) 868-3600**. The advisor should exercise his/her best judgment and work closely with local authorities & the Student Activities Manager of their designee.

By signing below, I acknowledge that I have read the above responsibilities and agree to uphold them to maintain my role as advisor for the organization. I agree to submit my advisor hours by November 30th for the fall and April 30th for the Spring or I will be awarded the base stipend of \$206.

Print Name: _____ **Advisors Signature:** _____ **Date:** _____
Supervisor Signature: _____ **Date:** _____