



Faculty Advisor Agreement

When you agree to serve as a club advisor, please sign the Club Membership Roster listing your name and phone extension. The following are a set of guidelines and expectations for your role as an advisor.

1. Advisors **must** attend club events that are after hours (M-F after 6 pm) and any off-campus club events. If you are not able to attend, you must find a Faculty Member to replace you and note this on the "ASCOM/Club Activity Form".
2. Advisors are not required to attend club meetings when the club meets on campus during regular college hours. However, it is suggested that you attempt to attend some of the meetings in order to stay current with the club and its officers.
3. Advisors **must** sign all club "ASCOM/Club Activities Forms", for club events.
4. Advisors **must** sign all "Work Orders" that are necessary for club events.
5. Advisors **must** sign all "Purchase Requisitions" for club expenditures.
6. Advisors **must** sign all "Media Services" requests for club events.
7. Advisors are welcome to consult with the Director of Student Activities and Advocacy Office regarding any questions, concerns, regarding club events, (x7375).
8. If Advisors decide not to continue advising a particular club, they need to notify the Student Activities and Advocacy Office (x7376) as soon as possible.