

Student Activities Club Advisor Registration Form

Club Name _____ Today's Date _____

Name _____

Does this club have a Co-Advisor? Yes No

Thank you for volunteering to be a Club Advisor! There are many responsibilities as an advisor to a student club that may be different from other roles. In order to clarify these responsibilities and assist you as advisor, the responsibilities are listed below.

By signing below, I agree to fulfill the following expectations of a College of DuPage Club Advisor:

1. to be sure that there is a club advisor present at all events;
2. to be responsible for the integrity of the club account;
3. to seek written approval from Student Activities **BEFORE** any money is spent on food;
4. to seek written approval from Student Activities **BEFORE** any money is spent in amounts over \$100;
5. to seek written approval within the appropriate timeline from Student Activities **BEFORE** travel plans are made and money is spent;
6. to submit officer and advisor registration forms by the third week of the fall and spring semester in order to maintain active club status;
7. to be ultimately responsible that my club abides by board policies and procedures listed in the club handbook (available online);
8. to provide continuity for the club from year to year by maintaining accurate files and a sense of club history;
9. to complete and submit the club evaluation form at the end of fall and spring semesters;
10. to play an active role in creating a meaningful, rewarding experience for club members by serving as a positive resource and guide.

Clubs are student-driven and the selection of advisors is up to the student members of the group. The Director of Student Activities retains the right to remove a club advisor from their role if they fail to uphold the above responsibilities. Student Activities staff is here to assist club advisors and members by providing resources, trainings and policy/procedure updates. Please contact us if you need any assistance.

Advisor Signature _____

PLEASE PRINT ADVISOR INFORMATION CLEARLY

Office _____

Division _____

Extension _____ Campus E-mail _____

Supervisor Name and Extension (direct supervisor, please) _____

Employment Status (please circle all that apply):

Full-time faculty Administrator Part-time faculty* Full-time classified* Part-time classified*

*Supervisor approval signature required: _____

All advisors will be added to the advisor listserv. This will be the primary form of communication from Student Activities, so keep an eye out for Student Activities e-mails.

Thank you for volunteering to be a Club Advisor!