

Office of Student Life
Club Advisor Registration Form

Name _____ Today's Date _____

Club Name _____

Advisor **Co-Advisor**

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, these responsibilities are listed below. We will strive to remind and update you of all policies in a timely manner.

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

1. to be responsible for the integrity of the club account and follow C.O.D. financial policies and procedures which include:
 - a. all club expenditures are appropriately decided on by the club's voting members;
 - b. the club account balance will not fall below zero;
 - c. **all food purchases must be pre-approved** (please note that only certain beverage and food items are reimbursable);
 - d. making no purchases over \$100 without having obtained a purchase order through the college because such purchases will not be reimbursed by the college.
2. be present at all club meetings and activities unless otherwise approved by the Coordinator of Student Life or their designee;
3. **to submit officer and advisor updates by the third week of the fall and spring semester in order to verify club officers are enrolled;**
4. to be ultimately responsible that my club abides by board policies and procedures;
5. to provide continuity for the club from year to year by maintaining accurate files and a sense of club history;
6. to complete and submit the club evaluation form which will be emailed at the end of fall and spring semesters;
7. 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 Coordinator of Student Life retains the right to remove a club advisor from their role if they fail to uphold the above responsibilities. The Office of Student Life staff is here to assist club advisors and members by providing resources, training and policy/procedure updates. Please contact us if you need any assistance.

Advisor Signature _____

PLEASE PRINT ADVISOR INFORMATION CLEARLY

Office _____

Division _____

Best way to contact me: Campus voicemail (Ext. _____)
 Preferred e-mail _____

Direct Supervisor Name and Extension _____

Employment Status: Full-time faculty Part-time faculty Full-time classified Part-time classified Administrator
(Please circle all that apply)

All advisors will be added to the Outlook distribution list, which will be the primary form of communication from the Office of Student Life.

Thank you for volunteering to be a Club Advisor!