



CLUB/ORGANIZATION ADVISOR AGREEMENT

All Clubs/Organizations are required to have a full-time faculty or professional staff member agree to be the club/organization advisor.

The functions performed by the advisor must go beyond the role of a passive bystander and should be characterized by ongoing guidance and leadership to the student organization. Advisor responsibilities include but are not limited to:

- Maintaining an understanding of the club/organization's constitution and the mission of the club.
- Attending club/organization meetings and/or keeping up with meeting minutes to stay informed about all plans and activities sponsored by the group.
- Providing frequent communication opportunities for club/organization officers and assisting in the orientation of new officers.
- Traveling with the club for all club related conferences/events- trips that are less than a 5 hour drive will require the club advisor to drive a Vol State vehicle to take student members to and from the conference location. If the advisor is not able to attend the conference, the club will not be able to participate.
- Approving or denying club event/community service proposals via email from The Office of Student Engagement & Support - understand that these proposals may require the advisor's attendance-be mindful of the proposed dates!
- Attending events sponsored by the group and assisting in setting the tone for the occasion.
- Assisting the Office of Student Engagement & Support in implementing the policies for student clubs/organizations-Encourage club/organization leaders to attend training sessions hosted by the Office of Student Engagement & Support.

By signing your name and completing this form, you are agreeing to the terms listed above. The Student Engagement & Support Office will keep this form on file for the duration of time that you remain active with the club/organization. If your position changes with the club/organization, please inform the Student Engagement Office as soon as possible.

Name of Club/Organization: _____

Faculty/Staff Advisor: _____

Signature: _____

Academic Semester: _____

Phone: (Office) _____ **Email:** _____