College of the Canyons Clubs & Organizations Advisor Agreement

Serving as an advisor to a College of the Canyons’ club is a very rewarding experience. It provides an opportunity to interact with students and to help them have a fulfilling and well-rounded college experience. Advisors are an essential part of the College of the Canyons club program and can make significant contributions to student success and retention.

Club advisors are responsible for ensuring that the College fulfills its obligations to students. Club advisors also ensure that club meetings and activities conform to the State Education Code, District, and Associated Student Government guidelines, policies, and procedures.

Club advisors ensure that students have the opportunity to grow and learn from their co-curricular experiences. Advisors provide guidance and direction to students. Their mature judgment is invaluable to a student group. Advisors help the club members to achieve the purpose for which it was organized and provide continuity and support for the organization from year to year.

Each advisor will receive a copy of the College of the Canyons Clubs and Organization Handbook. Please take the time to read the documents so you will be aware of the guidelines and procedures the clubs are required to follow.

Advisor Duties and Responsibilities

1. Serve as the official representative of the College and liaison with the Office of Student Development.
2. Work closely with the club to ensure a cooperative relationship between the advisor and club members.
3. Be present at all official club meetings and off-campus events.
4. Be accessible and check in on club events that are taking place on campus.
   a. Official club meetings and activities must be scheduled at times that are mutually agreed upon by the club advisor(s) and club members.
   b. Co-advisors are encouraged.
5. Advise students of the policies and procedures that they must follow as a club.
6. Help each officer of the organization to understand his or her duties.
7. Ensure the continuity of the organization is preserved through constitutions, minutes, and traditions.
8. Help students to understand and apply democratic principles within the organization and in working with others.
9. Ensure that all reasonable steps are taken to protect the safety and welfare of all club members during club meetings and activities.
10. Club advisors, as well as student club officers, are responsible for ensuring that funds are properly collected, deposited, and accounted for (see Clubs and Organizations Handbook).
11. Sign all check requisitions for the club and ensure that:
   a. The club president or treasurer also signs the form.
   b. The expenditure is appropriate within all existing policies and club approval.
   c. Supporting evidence (original receipts or invoices and club minutes) is attached.
   d. The club minutes reflect approval of the funds request.
12. Assist club members in completing necessary paperwork (Facility Request Form, Membership Roster, Clubs & Organizations Chartering Form, etc.)
13. Ensure that the club designates an Inter Club Council (ICC) Representative to attend the ICC meetings.

In agreeing to serve as an advisor for this club, I commit to working with the club members, attempting to help them achieve their goals, and upholding all State, District, and College requirements. I agree to contact the Office of Student Development if I have any problems or concerns.

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