

Responsibilities of Club Advisors

By providing students with information and skills, the advisor/club relationship can be enhanced for both students and advisor. Students can receive the support, guidance, confidence, and information they need to grow and accept new challenges and responsibilities, while advisors can feel pride and satisfaction in seeing students mature and succeed.

- Be aware of the purpose and activities of the organization through attendance at organization meetings or through frequent consultation with student leaders.
- Act as a source of general information regarding college policies and procedures and red tape. Red tape includes: Requests for payment, vehicle requests, room reservations (25 Live), writing the constitution/start up procedures, event proposals etc.
- Encourage club members to assume responsibility for their actions and for the effectiveness of the program.
- Set expectations with the club leaders regarding manner and frequency of involvement by the advisor (meetings, special events, etc.).
- Guide, while at the same time allow freedom for members to plan and coordinate their own activities or programs.
- Provide special technical knowledge or information relevant to the club, as needed.
- Be familiar with club's history and current constitution.
- Provide continuity.
- Assist in determining realistic goals, planning events, and problem solving
- Attend club meetings or activities held outside of normal business hours.
- Oversee financial transactions of the club.
- When securing funds from the club account, the advisor must sign the Request for Payment (or email their approval to mbaker@clackamas.edu) authorizing expenditure before forwarding to the Student Life & Leadership Office.

Club Advisor FAQ

Note: Refer to Club Start up Information on how to write a constitution and get started.

Q: *Why do clubs need a faculty/staff advisor?*

A: Continuity and guidance. Students change year to year, so the advisor is the one continuous person that helps the club sink or swim. Students come to us at all stages of life, but none of them know how things work at CCC. You are here to help guide them through the process. Hold onto the history of the club. You should have a copy of the club constitution declaring the purpose. You should share that information with the students at the beginning of each year to help them in their endeavors for the year. Help with goal setting, making realistic goals and evaluating events and meetings.

Q: *Do I need to be at every meeting?*

A: You do not have to attend every meeting, but you will need to be aware of what activities the club is planning. You can do this through attending meetings, or by being in weekly contact with club members/leaders. Another way to help in the responsibility is to appoint co-advisors to spread out the responsibilities. **Exception:** if your club meets after hours, on weekends, or is involved in active events such as karate or dance or baseball, etc., you must attend the meetings where the activity is being performed.

Q: *How do we get started with our meetings?*

A: To reserve space, please use 25Live to request meeting space. If you are unsure how to do this, we are happy to help! Email asgclubs@clackamas.edu with your requested date, time, location, number of attendees and special set up needs.

Q: *How do we get started with event planning?*

A: Event Planning—starts in the Student Life & Leadership Office CC 152 or online (<https://www.clackamas.edu/campus-life/student-organizations/join-a-club-at-clackamas>) with the event planning form. Help your students think through events. Has it been done before? Don't reinvent the wheel if you don't have to. Keep records (notebooks or files with copies of flyers and how to's). It is important to plan well in advance to ensure successful events.

Q: *How do we handle money transactions?*

A: Each club is given \$50 startup funds (one time). All additional funding must be fundraised or donated. All monetary transactions must go through Student Life & Engagement for final approval.

Note: Appropriations is a process through Student Government through which you can request additional funding to help with projects for your group. In all money matters and event planning **it is important to plan well in advance of your needs.**

Q: *What additional services does Student Life & Leadership or Student Government provide?*

- **Mall tables**—we have the spot right outside the cafeteria for use for clubs activities. Schedule through Student Life & Leadership. You can fundraise, promote your club, hand out info relating to your group, host conversations, survey, etc.
- **Club Fairs, club council**—please attend if you can, or send a representative and then ask for a report. This is at least once a term and a good way to let others know how you are doing and

what you are doing and to get help if you need it. We also cover important items such as training, budgets, services we offer, special events coming up, and we feed you.

- **Clubs Room/Fireside Lounge**—The Fireside Lounge is available for meetings and other activities for your club. Space is reserved on a term by term basis to give all clubs a fair chance of using the room. We appreciate flexibility and understanding in this. If the Fireside is unavailable, we will help you with the process to reserve another space for your event or meetings. Inside the Fireside Lounge (CC 146) is the Clubs Room where you can make posters, or host smaller meetings.
- **Website**—we have a clubs website that is available for you to post information about your club contacts and meetings. Email asgclubs@clackamas.edu with changes/updates.
- **Email**:-clubs may request an email/login to use for club business.
- **Miscellaneous**: Popcorn for a meeting, game checkout for your group activities, poster making supplies, and more! Let us know if there is anything else that would be helpful.

Q: What if our group plans to travel or have field trips?

A: Travel waivers are required for all travel. If you hold your meeting or event off campus, waivers must be signed by all students and participants before the meeting or event. Waivers are required for all members at start up; remember to have all new students fill them out too. Check in with asgclubs@clackamas.edu for copies of the waivers or for any questions regarding travel or waivers.

Clubs Represent CCC!

The Student Handbook “Rights and Responsibilities” section outlines expectations for student behavior and all students are held to this standard. You can require more of your students if you are consistent within your group (ex: PTK requires a particular GPA). Be sure the standards are clearly stated in your constitution and that students are aware of the requirement as they gather information about your club (through brochures or informational meetings,).

Contacts:

Clubs Office in Student Government 503-594-3933 or email asgclubs@clackamas.edu

Student Life & Leadership Office 503-594-3041 or email mbaker@clackamas.edu

Or stop by our office in Community Center Room 152