

# FACULTY CLUB ADVISOR AGREEMENT

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Club Name: \_\_\_\_\_

## Requirements \*

- Maintain frequent contact and meet regularly with the club President
- Serve as a point of reference and a guide for the club
- Offer assistance in developing and overseeing the club budget; review and approve all expenditure ensuring all financial policies and guidelines are followed (including paperwork)
- Assist the club in planning events and initiatives
- Supervise club events and fundraising activities
- Assist in educating club leadership about policies and procedures and ensure they are followed
- Travel with the club for off-campus trips or assist in finding an appropriate proxy advisor
- Notify the club President and Director of Student Life if needing to resign as advisor
- Carry out the responsibilities of a Campus Security Authority (CSA) and Required Reporter by reporting incidents of criminal activity to Campus Safety and Security and incidents of sexual violence to the Title IX Coordinator.

## Expectations

- Attend club meetings when available
- Assist in training and orienting club executive board members to their positions
- Communicate frequently with members of the club
- Maintain open lines of communication with the Director of Student Life
- Complete annual Advisor Training
- Respond to requests regarding assessment or club activity from Student Life

## Remuneration

- Faculty advisors, per the terms of their faculty contract, receive a stipend of \$500 for an academic year commitment to serve as a club advisor
- Faculty who co-advise a group split the stipend equally; faculty who serve as sole advisor for one semester receive \$250
- The stipend counts toward additional income a faculty member can contractually receive above and beyond their teaching load and could impact additional teaching assignment

*\*Failure to abide by the requirements could result in the loss of your advisor stipend*

I agree to the above and am prepared to serve as Club Advisor for the 2018-2019 academic year:

Club Advisor: \_\_\_\_\_

Date: \_\_\_\_\_

Club President: \_\_\_\_\_

Date: \_\_\_\_\_

Director of Student Life: \_\_\_\_\_

Date: \_\_\_\_\_

Academic Dean: \_\_\_\_\_

Date: \_\_\_\_\_

*Please return a copy of this completed form to the Department of Student Life: Box 15.*