**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 2023-2024 academic year:**

**Club Advisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Academic Dean: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Director of Student Life: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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