

DVC Student Club Advisor Agreement

Serving as an advisor to a Diablo Valley College 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 Diablo Valley College 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's meetings and activities conform to the State Education Code, and District and College 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.

Enclosed is a copy of the DVC Student Organization Handbook, the Inter Club Council (ICC) Code, and the ICC Financial Code. Please take the time to read the documents so you will be aware of the guidelines and procedures the clubs are required to follow. Acquainting yourself with policies and procedures should prevent problems from occurring.

DUTIES AND RESPONSIBILITIES

1. Serve as the official representative of the college and liaison with the Student Life Office.
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 activities. (Official club meetings and activities must be scheduled at times that are mutually agreed upon by the club advisor(s) and club members.) Co-advisors are encouraged.
4. Advise students of the policies and procedures that they must follow as a club.
5. Help each officer of the organization to understand his or her duties.
6. See that the continuity of the organization is preserved through constitutions, minutes, and traditions. Ensure that past activities are adequately understood by succeeding officers and members.
7. Help students to understand and apply democratic principles within the organization and in working with others.
8. Ensure that all reasonable steps are taken to protect the safety and welfare of all club members during club meetings and activities.
9. Club advisors, as well as student club officers, are responsible for ensuring that funds are properly collected, deposited and account for (see Student Organization Handbook). All funds collected by the club must be turned in to the Student Life Office to be deposited into the club account. **No off campus accounts are permitted.**
10. 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.
11. Assist club members in completing necessary paperwork (Activities Request form and memo, Application for Club, Club Status Update, ICC Funds Request, etc.) and submitting the completed forms in a timely manner. *Your signature on the Activities Request Form indicates that you or a co-advisor will be present for the activity.*
12. Ensure the club designates an Inter Club Council (ICC) representative to attend the weekly ICC meetings.
13. In conjunction with the Club President, verify that members of the club have a current ASDVC sticker.

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 understand that serving as a club advisor is voluntary and that I will not receive compensation, load credit, release time or other benefits from the College for doing so. I agree to contact the Dean of Student Life or Student Union Coordinator if I have any problems or concerns.

Club Name

Dates serving as advisor

Club Advisor [Print] / Department

Date

Club Advisor [Signature]

Date

Club President

Date