

CLUB ADVISOR CHANGE FORM

I would like to (choose one):

Add New Advisor

Remove Advisor

Replace Advisor

Club Information:

Club Name: _____

Club Leader Initiating Request: _____

Remove Advisor

Advisor Vacating Position (Print Name): _____

By signing below, I hereby relinquish my position as Club Advisor for the _____ Club and all responsibilities associated with the position.

Signature: _____ Date: _____

New Advisor Information:

Club Advisor (Print Name): _____

(Must be a faculty member or an exempt staff member. Or a classified staff member with job duties with no direct relation to the club purpose)

Phone #: _____ E-Mail: _____

By signing below, the advisor agrees to the below items:

- This is a volunteer role. Club advising may not interfere with assigned College job duties. Schedule adjustments to accommodate club activities must be approved with appropriate supervisor.
- Be available to officers and other members of the club for consultation, mentoring, and assistance with club related items.
- Be aware of the rules and regulations, which pertain to ASCC Clubs.
- Stay up-to-date on what is occurring within the club.
- Attend club meetings and events during normal business hours (8am-5pm) as you are able.
- Must attend club events that occur on weekdays after 5pm or on the weekends, or find a replacement faculty/staff member.
- Travel with the club, or find a replacement faculty/staff member.
- Assist in monitoring club budget and approve club expenditures.
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New Club Advisor Signature

Date

Club Representative Signature

Date