# 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.
* Assist in monitoring club budget and approve club expenditures.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| New Club Advisor Signature |  | Date |
|  |  |  |
|  |  |  |
| Club Representative Signature |  | Date |