



Letter of Position Acceptance for:  
**2014-2015 CLUB ADVISOR**

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

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Congratulations on agreeing to serve as a club advisor for an ASCC Club/Student Organization for the 2013-2014 academic year. You are undertaking a valuable responsibility in promoting the role student clubs can play in developing student skills and confidence. Serving as an advisor to a student club provides opportunities to:

- motivate and challenge students;
- better know and understand students outside the classroom;
- see students successfully apply skills learned in the classroom;
- meet and work with leaders from the community and our campus in planning student club programs;
- meet professionally and socially with other instructors involved in similar activities; and
- work with students from diverse backgrounds.

**Your Club**

*A chartered student club is any student club which has been officially recognized by the ASCC. Student clubs may exist on campus without official recognition but will not be eligible for subsidy by the ASCC or be granted the benefits given to a chartered student club. Chartered student clubs must be open and available to any Clark student regardless of race, creed, religion, color, national origin, sex, age, sexual orientation, marital status, disability, or status as a disabled or Vietnam era veteran.*

*The club you are advising is considered an extension of the ASCC and you will be expected to advise your club programs and/or activities accordingly. The ASCC Constitution and Bylaws, the Club Handbook, the Student Code of Conduct and the Clark College Policies and Procedures manual are a few of the documents which define appropriate club conduct.*

**Your Role**

The role of a student club advisor is a complex one. Advisors must work with students who possess unique personalities from a variety of cultural backgrounds and must help those students come together to form a cohesive group. An advisor needs to be a counselor, teacher, coordinator, supervisor, evaluator, resource person, and public relations agent.

An enthusiastic, organized, and well-informed advisor is essential to a successful student club. The tasks involved in advising a student club are diverse. To effectively advise a club, you will want to:

- make a commitment to the club for a certain period of time each week
- familiarize yourself with the goals, procedures, and school policies pertaining to student clubs
- encourage and stimulate involvement of all students
- assist students in developing an understanding of group process and leadership skills
- assist students in setting goals and developing plans for achieving those goals
- encourage teamwork and cooperation among members
- ensure that members' contributions and accomplishments are recognized

## **Your Responsibilities**

It is a compliment to be asked to serve as an advisor. It is also a significant responsibility because the advisor is acting on behalf of the College in the event of an accident, injury or disciplinary situation. To serve the students well requires time and energy. Advisors must be available on campus to lend assistance and attend functions of the club.

Club advisors are expected to:

1. Be thoroughly familiar with the nature and objectives of the club.
2. Read the ASCC Club Handbook and be familiar with the policies and procedures described in this document.
3. Attend club meetings as available.
4. Assure sound financial and business practices that comply with state and college policies regarding expenditures of club funds.
5. Monitor good record keeping of all club events, meetings and plans. Any activity involving the exchange of money is particularly important and must meet college requirements for accountability and state auditing.
6. Sign all paperwork authorizing expenditures. The Student Life Office will not approve financial forms without the signatures of the club advisor and club student representative.
7. Attend all club trips and major events or make arrangements for staff attendance if you are unable to participate.
8. Be aware of the expectations set forth in the Student Rights and Responsibilities Code, especially in regards to use of alcohol and narcotic substances at college sponsored events. Report any violations to the Student Life Office.
9. Be a resource person for the club. Serve as a liaison with other campus offices and staff.

## **Our Expectations**

As an ASCC club advisor and representative of the college, it is the expectation of the Student Life Office and the Director of Student Life that you will:

1. Attend and assist with, as available, programs and activities sponsored by the club.
2. Encourage club members to participate in quarterly leadership training;
3. Develop a positive, collaborative working relationship with the Office of Student Life.
4. Conduct yourself professionally and model effective leadership behaviors
5. Maintain confidentiality of student records in accordance with Clark College policy;
6. Comply with college rules and regulations;
7. Comply with state ethics rules and regulations; and
8. Use Student Life/ASCC/College property for official business only.

Congratulations, once again, on accepting a role as an ASCC Club Advisor and thank you for your dedication!

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**I have read the letter of acceptance and understand my role as advisor,**

X \_\_\_\_\_

(Advisor Signature)