

# Club and Organization Advisor Checklist

Clubs and organizations must be annually recognized, to be recognized these forms must be submitted to Student Life:

- Clubs and Organizations Annual Recognition Form
- Active Member List
- Club / Organization Constitution and By-laws

## Advisor Responsibilities:

- ☐ Attend Student Life Advisor Orientation
- ☐ Be present at every club and organization meeting, event, or function. Advisor can designate a (non-student) BTC employee as needed
- ☐ Attend all trips, events, activities at which money is handled, making sure to be present throughout the entire activity, or assign designee
- ☐ Ensure all club/organization members abide by rules and regulations set forth in the ASBTC Constitution and By-laws, the Student Conduct Code, and the Clubs & Organizations Handbook
- ☐ Approve all "current year" funding requests and fundraising requests before submitting to Student Life
- ☐ Request funds for "next year" through the annual Services & Activities Budget Request process each winter quarter
- ☐ Work with Student Life to order materials/supplies for club/organization activities
- ☐ Encourage at least one club/organization member to participate in every-other-week Senate meetings, student will report out on club/organization activity monthly
- ☐ Read and understand the Club & Organizations Handbook and be familiar with the policies and procedures described within it
- ☐ Assure sound financial and business practices that comply with state and college policies regarding expenditures of funds
- ☐ Monitor good record keeping of all events and activities, meetings, and plans
- ☐ Work with Student Life for marketing materials, or obtain approval by Student Life before posting club/organization developed materials
- ☐ Submit Trip Proposal Form, and all necessary travel documents, within the deadline for any student travel

## Advisor Signature:

I understand and accept these Advisor responsibilities.

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Student Life Director \_\_\_\_\_

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