



Semester/Year: _____

Imperial Valley College Office of Student Affairs
Campus Club Advisor Agreement

CLUB NAME: _____

ADVISOR(S) NAME: _____

Check one:

Faculty Adjunct Faculty Certificated Supervisor/Manager

Office Location: _____ Campus Phone: _____

Email: _____

I, the undersigned, will serve as Advisor of the above named club for the current semester. As advisor, I agree to the following:

1. To be present at **all** meetings whether or not official business is being discussed and/or voted upon, and to provide guidance as to policies and procedures.
2. To provide advice, guidance and support to the club members.
3. To advise students of, and uphold, District Policies and Regulations, as well as those of the Office of Student Affairs, the Associated Students of Imperial Valley College, and the Inter-Club Council as they pertain to student organizations.
4. To be present at all club fundraisers, activities and events that are held off-campus, on weekends or after 5 p.m. on weekdays. In the event that I am unable to attend a club function, either the club or myself will find a substitute advisor to attend, who must be approved by the Dean of Student Affairs.
5. To accept responsibility for the planned actions of my club.
6. To communicate with the Office of Student Affairs when I need additional support in advising my club.
7. To help students understand and apply democratic principles within the organization.
8. To ensure that all funds of the club are properly collected, deposited, and accounted for, through the Office of Student Affairs. **All funds/proceeds must be deposited within 72 hours of the activity. No off-campus accounts are permitted.**

By signing below, I agree to commit to working with the club members.

Signed: _____ Date: _____

The Office of Student Affairs is here to support all campus clubs, their members and advisors. Please contact us if you have any questions or need assistance of any type. We can be reached at (760) 355-6455.