

ADVISOR ROLES AND RESPONSIBILITIES

STUDENT/ADVISOR PARTNERSHIP

All student clubs and organizations are required to have one or more faculty/staff advisors selected by the club members. The club members in partnership with the advisor should plan a quality program of activities that follow the club mission and goals.

ADVISOR ROLE & RESPONSIBILITIES

- Understands and assists in developing the club's mission and goals.
- Be familiar with the club's constitution/by laws or mission/goals, finances, and activities.
- Advisors must be aware of the plans and activities of the group and are responsible to ensure that these plans are in compliance with Hartnell College policies and procedures including Hartnell's Student Code of Conduct.
- Advisors should make an effort to ensure officers are meeting required duties and responsibilities, and provide advice when needed.
- Advisors will ensure that proper financial accounting procedures are followed during all fundraising activities and that all funds are deposited in club accounts immediately after each activity.
- Advisor's signature must be on all club activity forms including: facility requests, change orders, purchase requisitions, food petitions, and contracts.

HARTNELL POLICIES ON STUDENT CLUBS AND ADVISORS

- Off-campus activities by student club members, i.e., field trips, conferences, etc., must be accompanied by an advisor or designee at all times. Advisors are responsible for travel authorizations.
- All after-hours or weekend activities taking place on or off campus **MUST have an advisor present for the entire time of the activity.**
- Dances or entertainment **MUST** have a minimum of **TWO** advisors present during the entire activity.

ADVISOR LIABILITY

It is the advisor's responsibility to become sufficiently knowledgeable of the purposes and activities of their organization so as to advise the members of the implications of their actions and the possible consequences of illegal or reprehensible behavior.

I have read the advisor role, responsibility and liability of an advisor of a club and agree to serve as the advisor of the _____ club.

Print Name	Signature	Date
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Print Name	Signature	Date
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The ICC and ASHC Senate has reviewed this application and find it to be in compliance with all requirements and hereby deem this club an officially recognized member of the Hartnell College Inter Club Council (ICC) for the 2022-2023 school year.