**** Office of Student Life | CC Suite 101  
North Hennepin Community College  
studentlife@nhcc.edu | 763-424-0801

**Club/Organization Advisor Agreement: Staff**  
Please complete the following form and return to the Student Life Office

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Club/Organization \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Requirements**

* Maintain frequent contact and meet regularly with club/org president
* Serve as a point of reference and a guide for the club/org
* Offer assistance in developing and overseeing the club/org budget; review and approve all expenditure ensuring all financial policies and guidelines are followed
* Supervise fundraising and revenue generation activities
* Attend club/org meetings and activities
* Assist club/org members in organization and planning of events and initiatives
* Assist in educating club/org leadership about policies and procedures (Student Life, NHCC, MinnState) as well as ensure they are being followed
* Travel with club/org on trips, or assist in finding an appropriate proxy advisor
* Notify the club/org President and Associate Director of Student Life if needing to resign as advisor

**Expectations**

* Assist in training and orienting club/org executive board members to their new positions
* Communicate frequently with members of club/organization
* Maintain open lines of communication with the Office of Student Life
* Along with the club/org president, ensure that meeting minutes (including attendees) are submitted to the Associate Director of Student Life on a timely basis, as well as other requested documents
* Complete semesterly Advisor Training
* Attend semesterly Advisor Roundtables as able to continue to develop further as an advisor and connect with Student Life and other club/org advisors

**Remuneration**

* Staff advisors, upon the support and approval of their supervisor, receive release time from their work duties to serve and complete the duties of an advisor

**I agree to the above and am prepared to serve as a Club/Organization Advisor for the 2019-2020 academic year:**

Club/Organization Advisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approval of Club/Org President \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approval of Staff Advisor’s Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Life Coordinator \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_