

## CLUB ADVISOR REQUIREMENTS

- All Club Advisors must sign an OSA Advisor Contract yearly prior to being re-chartered.
- All potential NEW Club Advisors must schedule an **Initial Orientation** with the Coordinator and/or with the Director of Student Activities prior to club being chartered. A contract must be signed, but will not be approved until the completion of the chartering process.
- If an advisor is not faculty they must see Laurie Bierman for more information regarding their stipend.
- OSA has the final say in the selection of a club advisor but will take into consideration the recommendation of the students involved in the group. Until the club advisor has heard from OSA and has completed an initial orientation, there will be no contract issued.

## CLUB ADVISOR RESPONSIBILITIES

- Lend experience, knowledge and act as a resource person to the club.
- Encourage students to participate in leadership opportunities.
- Attend all club meetings and activities. If an advisor is not available to attend he/she must arrange for a substitute chaperone (see chaperone guidelines below).
- Accompany and remain in the general location with students on all field trips/conventions they attend.
- Notify OSA when you as advisor or co-advisor must discontinue your advisor role.
- Oversee all finances of the club. Advisor and one student officer signature must be on all requests for club expenditures.
- Maintain records of the clubs meeting minutes and agendas (email to [chinkle@jjc.edu](mailto:chinkle@jjc.edu)).
- Responsible for monitoring copy machine and postage expenses by club. All posters and printed materials must be approved by an OSA staff member. If a club makes copies without OSA approval OSA reserves the right to request reprinting of materials, at the clubs expense, of items found with errors (spelling, dates & times, etc.).
- Make sure that someone is present for the CCC meetings held the first Wednesday of the month.
- Must complete a Review of Club Advisor at the end of the year.

**\*All Club Advisors will have a Review of Club Advisor Form completed by OSA and the student leadership as well as complete a Self Review of Duties at the end of the year\***  
**(SEE PAGES 28-30)**

The President's Cabinet agrees to allow administrators to serve as club advisors for no more than five contact hours per week. Any such advising must be approved in writing by the supervisor. Administrators who have a teaching contract during a period when they also seek to work as a club advisor may not exceed the five-hour per week limit in total. Thus, if the administrator were teaching a three-hour course, the limit on advising a club would be two hours.

Serving as a club advisor during the day would fall under the provision for administrators who ask to teach during the daytime. The Senior Leadership Team agrees to allow administrators to serve as club advisors during the day with the advanced written permission of the supervisor. The administrator should indicate how the time would be made up. Support and Clerical staff need to make arrangements for club activities during work hours with their immediate supervisor. All advisor positions must be approved by the individual's supervisor.

## **CLUB CHAPERONE RESPONSIBILITIES**

- ✓ If the Club Advisor is unable to attend, he/she must arrange for a substitute chaperone.
- ✓ A chaperone must be a FULL TIME or PART TIME staff or faculty member (non-student) of JJC who can, in the opinion of the advisor, appropriately handle any situation or emergency that may arise during the trip.
- ✓ Chaperone must have been an employee for JJC for a reasonable length of time and at least 22 years old (not a student/member of club).
- ✓ A chaperone is required to accompany participants to and be in attendance at the same location on any off-campus trip.
- ✓ OSA reserves the right to deny a field trip if no chaperone is available.
- ✓ All payment advance checks will be made payable to the chaperone not a student.
- ✓ Responsible for allocating meal money and keeping all applicable receipts.