RESPONSIBILITIES FOR ADVISORS OF CAMPUS ORGANIZATIONS

1. **MUST** Attend **ALL** meetings of the organization.
2. Be responsible for adequate supervision and attend all social events or meetings.
3. Be responsible for the dissemination of club literature.
4. The use of alcohol and/or controlled substances at social events or meetings by students is strictly forbidden and should be monitored by the club advisor.
5. Know the constitution and by-laws of the organization.
6. Sign all calendar, facility, and financial reports.
7. Follow all designated procedures for securing services necessary in carrying out an event, including custodial service.
8. Supervise the finances of the organization.
9. Be familiar with administration policies governing student activities.
10. Be resourceful and **guide** students along the following lines:
    a) Setting up plans for the year’s activities.
    b) Helping members know, use and understand established policies and procedures.
    c) Helping members develop habits of responsibility, leadership and service.
    d) Keeping accurate records.
11. Advisors are responsible to the Director of Student Activities and will work closely with the Coordinator of Student Activities who supervises and coordinates campus clubs and organizations. Feel free to ask for their assistance on any programs or questions, which may arise.
12. Advisors shall attend club advisor meetings when scheduled by the Office of Student Activities.
13. Advisor(s) and club members must complete all requisitions for conference or travel when using A.S.C.C., Club or District funds and group must travel together using district transportation at all times.