

# Club Advisor Agreement and Registration Form

Please complete this form to register as a student club advisor. This form must be printed, signed, and submitted to the Student Activities Office.

## Advisor Information

First Name:

Last Name:

Department / Division:

Campus Office Location:

Work Email Address:

Work Phone Number:

## Club Details

Name of Student Club / Organization:

Academic Year:

Club Category (e.g., Academic, Cultural, Interest):

Co-Advisor Name (if applicable):

## Advisor Agreement and Responsibilities

By signing this agreement, you agree to fulfill the following responsibilities as a Club Advisor:

- Provide guidance, mentorship, and support to club members and officers.
- Attend regular club meetings, events, and official functions whenever possible.
- Oversee the financial transactions and budget management of the club.
- Ensure the club operates in compliance with college policies, local laws, and student handbook regulations.
- Act as a liaison between the student organization and the college administration.
- Report any emergencies, policy violations, or safety concerns to the Student Activities Office immediately.

## Signatures and Approvals

We, the undersigned, agree to the terms of this Club Advisor Agreement.

Advisor Printed Name:

Advisor Signature:

Date:

Student Club President Printed Name:

Student Club President Signature:

Date:

Director of Student Activities Printed Name:

Director of Student Activities Signature:

Date: