

### **Club Advisor Responsibilities**

- Being familiar with the club/organization's history
- Being aware of the purpose and activities of the club/organization through attendance at club/organization meetings OR through bi-weekly consultation with the leaders.
- Acting as a source of general information regarding College policies and procedures.
- Encourage members to assume responsibility for their actions and effectiveness of their programs.
- Guiding while at the same time allowing freedom for members to plan and coordinate their own activities and programs.
- Providing special technical knowledge or information relevant to the needs of the organization.
- Signing Activity Fee vouchers which verifies that the event and expenditures represent what was approved by the club/organization.
- Encouraging students to complete student activity fee processes in a timely manner.
- Accompanying students on any off campus trip or recommend another College employee, with equivalent training, as a substitute advisor.
- Attending a one-time training upon request whereby above responsibilities will be reviewed.
- May only advise a maximum of two clubs.
- All advisors must submit a signed form which verifies that they will follow the above responsibilities along with all other college policies and procedures.

### **Group/Club Travel**

- When a student group (club or class) is traveling off campus, qualified trip advisors (inclusive of College, ASC and Dormitory Corporation employees) **MUST** travel with the group. For every trip there must be two advisors participating in the trip. Due to this requirement and the importance of volunteer advisors, the time spent away from campus will be considered "approved travel time," and shall not be considered "vacation time," assuming that the appropriate approvals have been received by the advisor's immediate employment supervisor.
- Due to the fact that advisors are volunteers, no additional compensation for evening or weekend hours will be considered. In addition, no claims for travel outside that associated with the club's travel will be considered.
- An approved Travel Request should be submitted by the employee to their immediate supervisor in a timely fashion. Travel expenses cannot be charged to the College's operating budget and will be funded by Student Activity fees.

**Title IX – SUNY SAFE** – Title IX means no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance. Protections also extend to sexual harassment and sexual assault or violence that impairs or interferes with access to equitable educational and employment opportunities. For the most current information please visit: [www.mvcc.edu/title-ix](http://www.mvcc.edu/title-ix).

**My signature below indicates that I have read the above responsibilities and will follow them as well as all other college-wide policies and procedures. My signature also acknowledges that I understand my role as an advisor and accept the responsibility of being an advisor per the training (upon request) and/or the Student Activities Procedure Manual.**

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Signature

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Date