

# Student Club/Organization Advisor Agreement

## Section I – To be completed by student

Organization Name:	Academic Year:
--------------------	----------------

President Name:	
Contact Number:	
STLCC Email Address:	

## Section II – Advisor Expectations

A student club/organization advisor must be a STLCC staff or faculty members.

Advisors are subject to approval by the St. Louis Community College Campus Life Office.

Advisors must attend all meetings of the student club/organization.

Advisor attendance is mandatory at all student club/organization events that create liability/risk for the students and the college.

Advisors must attend advisor meetings sponsored by the Campus Life office.

Advisors should meet with members of the student club/organization as often as needed.

Advisors should understand and be able to explain STLCC general policies and procedures to members of the student club/organization, as well as provide information about campus resources. Advisors should confer with Campus Life staff for questions and guidance on how to document and report any policy violations.

Advisors should assist members of the student club/organization to formulate annual goals, create annual event calendars, and think creatively about programs and events that fulfill the organization's purpose.

Advisors should work with student club/organization members to promote activities and events to other STLCC faculty and staff.

## Section III – To be completed by Advisor

Affixing my signature below certifies that I agree to serve as Advisor to the above-mentioned student club/organization for the current academic year. I will abide by STLCC policies and procedures and attend all events sponsored by the student club/organization that I advise.

If for any reason I am unable to serve as Advisor, I will submit my written notification to the Campus Life Manager.

Advisor Name: (Print)	
Campus and Office Location:	
Contact Number:	
STLCC Email Address:	
Advisor Signature:	
Today's Date:	

<b><i>For Campus Life Office Use Only</i></b>	Date Received:	Received By:
---	----------------	--------------