

# Advisor Responsibility Form

*A signed copy of this form will be turned into the Student Senate Office and too the Director of Club Affairs*

Faculty or Staff Advisor will:

- I. Attend **All** regularly scheduled and special meetings for club, and all events.
- II. Meet with executive officers of club for the following purposes:
  - a. To assist with the development of organizational programs
  - b. To discuss the club goals and direction
  - c. To discuss the financial status of the club
  - d. To minimize internal difficulties and to assist officers with problems resolutions
- III. Be familiar with the Constitution, Bi-laws, and Statement of Purpose of club and be prepared to render assistance with interpretation
- IV. Be familiar with the institution's policies and rules that govern student organizations.
- V. Contact the Director of Club Affairs to discuss organizational problems, changes in organization, and status of the respective club
- VI. Review and be aware of the financial activities of the club
- VII. Oversee that the club operated in good faith, incorporating a high standard of ethics while representing **Itself** and **Columbia College** in all phases of the club's operation

Advisor's Name Print \_\_\_\_\_ Date \_\_\_\_\_

Advisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

*If more than one Advisor, a separate Advisor Form must be signed*



# Officer Form

## **Advisor(s)**

| Name | Office(If applicable) | Phone# | College ID # |
|------|-----------------------|--------|--------------|
|------|-----------------------|--------|--------------|

1. \_\_\_\_\_

2. \_\_\_\_\_

## **Officers**

| Position | Name | Student ID |
|----------|------|------------|
|----------|------|------------|

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

# Member Sign-up Form

Name

Student ID

Phone #

|     |       |       |
|-----|-------|-------|
| 1.  | _____ | _____ |
| 2.  | _____ | _____ |
| 3.  | _____ | _____ |
| 4.  | _____ | _____ |
| 5.  | _____ | _____ |
| 6.  | _____ | _____ |
| 7.  | _____ | _____ |
| 8.  | _____ | _____ |
| 9.  | _____ | _____ |
| 10. | _____ | _____ |
| 11. | _____ | _____ |
| 12. | _____ | _____ |
| 13. | _____ | _____ |
| 14. | _____ | _____ |
| 15. | _____ | _____ |
| 16. | _____ | _____ |
| 17. | _____ | _____ |

