



Inter-Club Council of Santa Monica College  
**CLUB ADVISOR(S) RESPONSIBILITIES FORM**

**General Club Business and Operations**

1. Attend an ICC Club Orientation (once per academic year).
2. **Attend and remain present at all times during all club events and meetings, to ensure observation of college policies and regulations.**
3. Advise students in planning, executing and evaluating the club's programs and activities, particularly events and projects funded by the Associated Students. Assist with taking and keeping club minutes.
4. Evaluate and approve guest speakers for club's meetings and special events.
5. Approve and sign club registration documents, any necessary Associated Students and Inter-Club Council forms, all publicity and correspondence written on behalf of the club and monitor the club website.
6. **Ensure that all appropriate forms are completed and submitted to the Associate Dean of Student Life in a timely manner.**
7. Notify the Associate Dean of Student Life in writing, when radio, television, or other media is expected to cover a meeting or event scheduled for day, evening, on or off-campus.
8. Notify the Associate Dean of Student Life in writing if another faculty member will be serving as the club advisor for an event/meeting.

**Management of Club Funding**

1. Supervise all expenditure of funds, including the collection and deposit of funds during activities.
2. Approve and sign funding proposals, minutes, and requisition forms requesting club funding and expenditures.
3. Pick up checks for club expenditures from the Auxiliary Office (1738 Pearl Street; ext. 4255).
4. If money is being exchanged during a club activity, supervise the process of collection and deposit the funds in the Auxiliary Office.

**Club Events and Meetings held On / Off Campus**

1. Advisors must be familiar with campus regulations regarding student conduct, alcohol, drugs and injury. See Board of Trustees Student Conduct Code (AR 4420).
2. Make necessary arrangements to **ensure that at least one full-time club advisor is present throughout the duration of the off/on campus event.** Notify the Associate Dean of Student Life in writing, if a full-time faculty or classified manager other than the registered full time club advisor will be serving as the full time club advisor for the club event.
3. Arrive at least fifteen (15) minutes prior to the start of the club event/meeting.
4. Review transportation and hotel arrangements prior to field trips and/or conferences.
5. The Advisor must keep a roster of students attending the off campus event/field trip, including telephone numbers of emergency contact persons, copies of medical consent forms and student conduct forms, in his/her possession at all times during the off campus event/field trip.
6. Advisor must review, sign and submit the "Club Advisor for Extra Curricular Trips" form to the Associate Dean of Student Life, and submit copies of Liability Waiver Forms to the Risk Management office, **at least five (5) days prior to the off campus event/field trip;**
7. For events involving admission and use of tickets, know the process of ticket taking and hand stamping.
8. If money is being exchanged during an evening/after hours event, coordinate with the Santa Monica College Campus Police, before and after the event, for deposit of funds into the Police Department's vault. Campus Police will deposit monies in the Auxiliary Office the following school day.

**I have read, understand and hereby agree to comply with the above responsibilities.**

**Name of Club:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**FT-ADVISOR:** \_\_\_\_\_

**Co-ADVISOR:** \_\_\_\_\_

**Co-ADVISOR:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Dept:** \_\_\_\_\_ **Ext:** \_\_\_\_\_

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