Associated Students of Santa Monica College

Inter-Club Council

Club Advisor's Responsibilities Form

General Club Business & Operations	1. Complete an ICC Club Orientation requirement 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 Office of Student Life Administrative Dean in a timely manner. 7. Notify the Office of Student Life Administrative Dean 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 Office of Student Life Administrative Dean in writing if another faculty member will be serving as the club advisor for an event/meeting. 9. Notify the Office of Student Life Administrative Dean in writing if at any time during the academic year you are unable to continue serving as the club's Advisor.
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 & Meetings On / Off Campus	1. Advisors must be familiar with campus regulations regarding: a. Field Trips and Extracurricular Activities (AR 4300) b. On-Campus Events by Student Organizations and Clubs (AR 5422) c. Formation of Student Clubs (AR 5424) d. Student Conduct Code (AR 4410) 2. Advisor must review, sign and submit the A.S. Club Field Trip forms to the Office of Student Life Administrative Dean, at least TEN (10) days prior to the off campus event/field trip. 3. Make necessary arrangements to ensure that at least one Primary Advisor is present throughout the duration of the off/on campus event. Notify the Office of Student Life Administrative Dean in writing if any of the following will take place: A secondary advisor may assist or stand in for a primary advisor in their responsibilities, with the condition that a secondary advisor may sign club forms and documents only if they are a regular (tenured) or contract (tenure-track) faculty member or a full-time manager. If neither a primary advisor nor a secondary advisor is available to lead a student club field trip or attend a student club event, the primary advisor shall notify the Office of Student Life Administrative Dean or designee of their anticipated absence and arrange 4. Arrive at least fifteen (15) minutes prior to the start of the club event/meeting. 5. Review transportation and hotel arrangements prior to field trips and/or conferences. 6. The Advisor must keep a (paper or electronic) 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. 7. For events involving admission and use of tickets, know the process of ticket taking and hand stamping / giving bracelets. 8. If money is being exchanged during an evening or 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. Remember to ask for a receipt.

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

❑ FT-ADVISOR; ❑ CO-ADVISOR; ❑ FT-SUBSTITUTE ADVISOR NAME:_____ DEPT:_____

CONTACT #:_____ SIGNATURE:_____ DATE:_____

Revised 10/7/26