

**Calumet College of St. Joseph
Student Activities Office**

**Student Club/Organization Advisor
Letter of Agreement**

I, _____, have been selected by _____ and will serve as an active advisor, participant and supervise the said club within this document during the 2014-1 term. I understand Calumet College of St. Joseph's club advisor will be paid a stipend upon successful completion of the responsibilities outlined and dated below.

Club Advisor Guidelines

Club Advisor must be an exempt employee or alumnus of Calumet College of St. Joseph. Advisor must be familiar with University policies, procedures, state regulations, local ordinances, and club management expectations. Individual may advise two or more clubs but will only receive club stipend compensation for one club. The primary responsibility of an advisor is to make a strong commitment to the group and to aid in the personal growth of students.

I understand that as an advisor I agree to assume the following duties:

1. Advise the club to meet on a regular basis, attend and/or oversee all meets. Executive Officers must meet once a month in addition to regular club meetings during the semester.
2. Attend and/or oversee all planned functions or activities of the club. The advisor must be present for the entire length of a major function (i.e. dance, fest, off campus fundraiser, etc.). If an advisor has a conflict on the date of a planned function it is his/her responsibility to find a suitable substitute to fill in during the anticipated absence. This substitution must be reported to the Director of Student Activities in advance of the function.
3. Attend scheduled advisor meetings with the Director of Student Activities to share information regarding club activities.
4. Oversee all financial transactions, budgets, purchases and ensure proper authorization of documentation made by club officers.
5. Advise officers in planning and conducting one service engagement project and one club event open to the entire CCSJ community per semester in order to enhance club participation.

As an advisor, I will be paid the sum of \$500.00 for the work performed during the 2014-1 term. **Please note: If the above listed duties are not performed it is up to the discretion of the Director of Student Activities and/or the Vice President of Student Life to reject or reduce payment.** Compensation will be paid no later than 12/15/2014.

I further understand that as an advisor, I serve at the pleasure of the club and the Director of Student Activities. I am familiar with University policies and procedures as detailed in the Student Club Handbook and the Student Catalog. I am aware that should questions or concerns arise I will immediately contact the Director of Student Activities to obtain instructions and/or understanding.

I hereby certify that the above guidelines and expectations have been read and understood and I agree to the terms outlined in this document.

Advisor

Date

Director of Student Activities

Date

Vice President of Student Life and Dean of Students

Date