

# COLLEGE OF ALAMEDA

## FACULTY/ADMINISTRATOR ADVISOR AGREEMENT

I hereby agree to be the faculty / administrator advisor to \_\_\_\_\_(organization's name) for the \_\_\_\_\_ semester. I am aware that in being an advisor I am a teacher, coach, consultant, counselor, supervisor and policy interpreter. I will also provide continuity when members and officers change. In being a faculty/administrator advisor I will take an active role in making this organization a positive contribution to the College of Alameda community.

### College of Alameda club advisors are responsible for:

1. Attending all club related events, practices, trips and meetings.
2. Finding a suitable substitute (i.e., a PCCD faculty, staff or administrator) to supervise club activities in your absence.
3. Supervising the use of the college equipment and facilities during all club activities.
4. Filing travel forms for all off campus activities.
5. Providing signatory approval for all club expenditures.
6. Ensuring club expenditures are in compliance with stated District policies and procedures and ASCOA Bylaws.
7. Making sure all expenditures are recorded as an action item in meeting minutes.
8. Ensuring the club submits required meeting minutes to the Office of Student Activities and Campus Life.
9. Mediating conflicts between club members.
10. Helping each club officer and member understand their duties.
11. Helping students understand and apply democratic principles within their organization and in working with others.
12. Ensuring all responsible steps are taken to guarantee the safety and welfare of club members.
13. Ensuring the club complies with District policies and procedures; local, state and federal laws.

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Advisor Signature**

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

**Department Name:** \_\_\_\_\_

**Office Location:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_