



ROSTER

Semester: Fall

Year: 2019

Club/Organization Name: _____

Faculty/Staff Advisor (Print) _____

Signature of Faculty/Staff Advisor: _____ **Date** _____
(Signature signifies willingness to comply with the guidelines attached).

Meeting - Time, Days and Location: _____

Officer's names and contact email address, AT LEAST ONE CONTACT MUST be provided and may be released upon request, for purposes of promotion. (Please print or type)

| OFFICER POSITION | NAME | K NUMBER | PIPELINEEMAIL ADDRESS |
|------------------|------|----------|-----------------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |

MEMBERSHIP LIST: You must include signatures/print name and K Numbers of 15 students. Names will be verified for enrollment.

| Print | Signature | K Number |
|-------|-----------|----------|
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| 15. | | |



ROLE OF AN ADVISOR

Club and organization advisors can be faculty, classified staff or managers who volunteer, out of interest and dedication, giving their time and talents to the out-of-class program. Students should realize that Advisors are not assigned, nor are they compensated for their participation. Every effort should be made to arrange meetings and events so that Advisors can attend without undue hardship. Much of the success enjoyed by the activity program at Santa Barbara City College is directly related to the interest and efforts of advisors. Advisors provide the basic orientation to and continuity for the program. In a two-year college where the student body turnover rate is almost 60% each year, the clubs and organizations are highly dependent on the advisor to provide knowledge, guidance, and direction as the new members try to carry on the activities, traditions, and services of the group.

RESPONSIBILITIES OF THE ADVISOR:

1. Advisors are responsible for proper supervision of any meeting and/or activity staged by the group with which they are working. Experience has shown that the most effective campus groups are those whose meetings are regularly attended by the advisor. Although the students should be encouraged to provide their own momentum, they are the first to point out that they need a guiding hand from time to time.
2. Advisors should play an active role in helping the students set up a meaningful program that is consistent with the purposes of the group and with the aims of higher education.
3. Advisors should encourage the development of initiative, responsibility, and leadership in the student members. Holding an office can be a rewarding experience if students learn to take on responsibility and learn something about dealing with people.
4. Advisors should supervise financial transactions, the handling of funds, and the maintenance of financial records. The Student Finance Office assists by maintaining all accounts for clubs and organizations. Expenditures cannot be made without the approval of the advisor and no off- campus accounts are permitted.
5. The Advisor must be present at all events, programs, field trips; conferences etc. (on campus and off campus) and must properly supervise these events from beginning to end.
 - a. Additional employees may share supervision on a limited basis.
 - b. Responsibility for supervision extends from the beginning to the end of each event.
6. Advisors must accompany members to conferences and be responsible for the student's supervision.
7. Advance approval from the Office of Student Life must be obtained for any deviation of these rules.

ADVISOR APPROVAL PROCESS:

1. Upon acceptance of the above responsibilities, the Dean of Ed. Programs will review the potential advisor's application as represented on the Roster and contact the Department Chair to inform him/her of the advisor's approval status.
2. Meeting times and frequency will be taken into consideration.
3. Advisors must be willing to consider this a volunteer position, not eligible for compensation.