

# Advisor Request and Agreement Form

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Serving as an Advisor to a College of the Desert Club/Organization is a very rewarding experience. It provides an opportunity to interact with students and to help them have a fulfilling and well-rounded college experience. Club/Organization Advisors ensure that students have the opportunity to grow and learn from their co-curricular experiences. Advisors provide guidance and direction to students through mature judgment which is invaluable to a student group. Advisors help the club members to achieve the purpose for which it the club/organization was organized and provide continuity and support for the organization year to year.

Please take time to read the Student Club/Organization Handbook and the Inter-Club Council Constitution so you will be aware of the guidelines and procedures the clubs/organizations are required to follow.

## **Role and Responsibilities of the Advisor**

Advisors assume a variety of roles when they agree to sponsor a campus organization. These roles will be performed to a greater or lesser degree depending on the purposes, complexity, skills, and attitudes of the group. These roles include:

1. **Personal Advisor**: Since the students choose the Advisor, they are placed in a key position to assist with personal advice and counsel. They are a liaison between the student and the student personnel staff. The Advisor also serves as a key person who can direct students to counseling, health, financial aid, or other college resources. In addition, Advisors can provide important feedback to personnel so that programs and services can be continually updated and improved.
2. **Instructor-Learner**: Ample opportunities are afforded the Advisor to provide a meaningful learning experience for the members, especially in the area of interpersonal relations, while allowing them to creatively apply new ideas and insights. At the same time, this association provides the Advisor a unique opportunity to learn from the students.
3. **Participant**: Assuming the position of an Advisor implies that the Advisor would not only be aware of the plans and the activities of the group but would actively participate in activities and attend all meetings.
4. **Troubleshooter and Expediter**: There should be as short period as possible between a well thought-out plan and the activity itself. This period is often extended by a myriad of details, such as scheduling of facilities, etc. While these details are the responsibility of the members, there are times when Advisors will want to keep plans from bogging down by making personal contact with the Office of Student Life.
5. **Evaluator**: If membership in a campus organization is to be a meaningful learning experience, and if the stated purpose is to be achieved, the Advisor should encourage periodic evaluation of the group's effort in light of the stated purpose.
6. **Supervisor**: There are certain minimal legal requirements, which the Advisor assumes when sponsoring an organization. To assist in making decisions in this role, the Advisor has the entire administrative staff of the college available for advice and counsel. In addition, the Director of Student Life is available to review materials, publications and/or activities that the Advisor may consider questionable in light of college and local community interests.

## **Policy for Advisors of Student Clubs/Organizations**

The question of professional and legal liability for the actions of a campus organization is one of major concern to Advisors. In carrying out their activities as an Advisor, a member of the staff is deemed to be acting within the scope of their employment for liability purposes. The philosophy of College of the Desert is one of making a conscious and concerted effort to help students develop responsible attitudes and behavior. In this regard, the Advisor's responsibility is to become sufficiently knowledgeable of the purposes and activities of the organization so as to advise the members of illegal or reprehensible behavior. Once this obligation has been fulfilled and administration has been advised, the Advisor responsibility is completed. Most questions of legal liability revolve around such matters as transporting students and financial accounting. When in doubt, the Advisor is strongly urged to consult with the Office of Student Life.

***The Primary Advisor must be a full-time or adjunct Faculty member of the Desert Community College District. Co-Advisors are encouraged and may be any college employee (excluding student workers). The responsibility of an Advisor is to be in attendance at all club meetings, events and activities, provide guidance, ensuring that the organization acts responsibly (fiscally, organizationally and in terms of conduct) while abiding with college's policies and procedures, particularly those in Student Affairs.***

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I have agreed to be the Advisor for the \_\_\_\_\_  
Name of Student Club/Organization

As the advisor, I understand that I am responsible for compliance with campus regulations and policies and procedure pertaining to organizations, clubs, associations and activities. I also understand that I, or my co-Advisor, must attend all club meetings.

\_\_\_\_\_  
Advisor's Name (Printed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
E-mail address

\_\_\_\_\_  
Office Location and Number

\_\_\_\_\_  
Advisor's Signature

\_\_\_\_\_  
Phone number

\_\_\_\_\_  
Signature of Student Club/Organization President

\_\_\_\_\_  
Date