

# ICC Advisor Agreement

Serving as an advisor to a Monterey Peninsula College Club 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. Advisors are an essential part of Monterey Peninsula College and the Inter-Club council and can make significant contributions to student success and retention.

Club advisors ensure that students have the opportunity to grow and learn from their co-curricular experiences. Advisors provide guidance and direction to students. Their mature judgment is invaluable to a student group. Advisors help the club members to achieve the purpose for which it was organized and provide continuity and support for the organization from year to year.

Please take the time to read the ICC Handbook, the ICC Constitution and Bylaws, so you will be aware of the guidelines and procedures the clubs are required to follow. Acquainting yourself with policies and procedures should help to prevent problems from occurring.

**Club advisors must be a currently employed full-time faculty or staff, administrator or adjunct faculty of MPC and must retain that status to continue to serve as official club advisor. Rare exceptions to this policy are permitted, but must be first approved by the Vice President of Student Services.**

## **RESPONSIBILITIES AND EXPECTATIONS**

1. Advisors must become sufficiently knowledgeable of the purpose and activities of the organization to advise the members of their actions and the possible consequences of irresponsible behavior.
2. Work closely with the club to ensure a cooperative relationship between the advisor and club members.
3. Advisors are to attend all student organization meetings and events – both on and off-campus. (Official club meetings and activities must be scheduled at times that are mutually agreed upon by the club advisor(s) and club members.)
4. Advise students of the policies and procedures that they must follow as a club.
5. When supervising an off-campus activity, advisors are to be familiar with campus policies and procedures regarding student travel. Procedures and forms are supplied in the Student Activities Office.
6. Advisors are to review and approve all funding requests / proposals before they are submitted to the ICC for voting and final approval from the VP of Student Services.

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7. See that the continuity of the organization is preserved through constitutions, minutes, and traditions. Ensure that past activities are adequately understood by succeeding officers and members.
8. Advisors should become familiar with the organization's finances and their Club accounts at the Fiscal Business office. Advisors, as well as designated student club officers are responsible for ensuring that funds are properly collected, deposited and accounted for. No off campus accounts are permitted.
9. Help students to understand and apply democratic principles within the organization and in working with others.
10. Ensure that all reasonable steps are taken to protect the safety and welfare of all club members during club meetings and activities.
11. Assist club members in completing necessary paperwork and submitting the completed forms in a timely manner.
12. Ensure the club designates an Inter Club Council (ICC) representative to attend the weekly ICC meetings. Advisors are most welcome to attend and are encouraged to do so.

In agreeing to serve as an advisor for this club, I am committed to working with the club members by attempting to help them achieve their goals while upholding all State, District, and College requirements. I understand that serving as a club advisor is voluntary and that I will not receive compensation, load credit, release time or other benefits from the College for doing so. I agree to contact the Student Activities Coordinator if I have any problems or concerns.

\_\_\_\_\_  
Club Name

\_\_\_\_\_  
Signature of Club Advisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Co-Advisor (if applicable)

\_\_\_\_\_  
Date