



# Associated Students of Moorpark College Student Club or Organization Advisor Agreement Form

Operational agreement for advisors of all officially recognized campus clubs/organizations.

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Academic Year: \_\_\_\_\_

Student Club/Organization: \_\_\_\_\_

**Please review this agreement in its entirety before signing below.** Thank you for choosing to be an advisor to a student organization! You have the unique opportunity to assist students in developing their ideas and leadership skills. Outlined are the responsibilities of advisors of clubs that have been formally recognized by the Associated Students of Moorpark College (ASMC) Board of Directors. **By becoming an advisor, I am agreeing to do the following:**

### **General Club Business & Operations:**

- Be sufficiently knowledgeable of the club's governing documents to ensure club remains on target with its goals.
- Be sufficiently knowledgeable about ASMC's Standing Rules to ensure club meets ICC's minimum requirements.
- Meet with the club's executive leaders at least once a month to assess club progress and troubleshoot issues.
- Assist club leaders in effective meeting management, providing guidance and mentorship when appropriate.
- Help club leaders to effectively address any issues or conflict within the organization, when appropriate.
- Review and discuss with club leaders any Moorpark College Facility Use Forms before signing and submitting them to the Student Activities Office for final review and confirmation.
- Oversee the organization's elections to ensure open and fair elections of new leadership boards.
- Verify student organization officers' eligibility according to the ASMC Standing Rules, Article VI, Section J.
- Ensure that club renewal paperwork is submitted to the Student Activities Office by the specified spring deadline.

### **Club Meetings & Events (On and Off Campus):**

- Advise students in planning, executing and evaluating the club's programs and activities. This includes assisting in the vetting of guest speakers or performers for club meetings and events.
- Attend and remain present at all times during all club meetings, events, or activities, both on and off campus (from set-up to clean-up).
- Arrange for additional faculty or staff support for any off-campus programming involving more than 15 students.
- Be familiar with VCCCD student travel protocol, as outlined in the *Student Travel, Field Trip and Excursions Procedures and Forms* handbook (found on the MyVCCCD portal under "Business Tools" or on [www.moorparkcollege.edu/clubs](http://www.moorparkcollege.edu/clubs)).
- Be familiar with Moorpark College and VCCCD Student Code of Conduct, particularly as it pertains to behavior, injury, smoking, and drug and/or alcohol use. Please note that MC Student Code of Conduct policies follow students at any off-campus excursions in addition to applying to conduct at on-campus events.

### **Management of Club Funding:**

- Be familiar with Moorpark College and VCCCD accounting and purchasing procedures.
- Have primary fiduciary responsibility over all of the organization's finances, reviewing and approving expenditures with student leaders, and helping them to maintain organizational records.
- Serve as a signatory on the student organization's trust account, signing off on all financial paperwork as appropriate.
- Provide assistance for assessment and constructive review of programs and funding proposals by the club before proposals are submitted to the ASMC Programming Committee.
- Contact the Student Activities Office before engaging in any fundraising to receive approval of activities.

By signing, I verify that I am certified employee at Moorpark College. I also verify that I have notified my direct supervisor that I am assuming this role, and s/he has approved my participation in this capacity.

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Advisor's name

Advisor's signature

Today's date