**FACULTY /STAFF ADVISOR AGREEMENT**

**AND INFORMATION**

To be read and signed by your staff/faculty advisor

Dear SNC Staff or Faculty Member:

You have been asked by the students of Sierra Nevada College to serve as an SNC Club Advisor. In order for you to make an effective decision to support this student interest, the following outlines the general duties of a club advisor.

Primary Duties:

* + - The faculty/staff advisor shall review the club information packet, which has been provided to the student club organizer.
		- The advisor shall assist/advise the club in the planning of club activities and functions.
		- The advisor is highly encouraged to attend a minimum of one club meeting per month.
		- The advisor will co-sign all club event proposal request forms, funding request forms, expense reports and provide general assistance to the club executive council in logistical maneuvering through SNC Administration.
		- The advisor must attend club functions/events and assist in the planning process of all events and activities.
		- Advisors are also highly encouraged to attend the monthly Inter-Club Council meetings.
		- Most importantly, the advisor should provide enthusiastic leadership and guidance to the group.

As the club advisor I agree to abide by the above regulations and will assist the club and guide them on a regular basis. I will be responsible for ensuring that the club is operating under the Sierra Nevada College Honor code and is aligned with the Sierra Nevada College Mission Statement.

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number / extension number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_