



**SAN BERNARDINO VALLEY COLLEGE
STUDENT ORGANIZATION & CLUB ADVISOR'S AGREEMENT**

Date of Application: ____ / ____ / ____

Student Organization: _____

The strength and diversity of San Bernardino Valley College students extends far beyond the classroom into the many extracurricular opportunities that are available on campus. The campus environment lends itself well to leadership development and exploring a wide range of ideas and perspectives. Please review the following guidelines for advising a student organization at San Bernardino Valley College:

- 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 illegal or irresponsible behavior. If there are difficulties in this area, advisors should notify the Office of Student Life immediately.
- Advisors have the primary responsibility for understanding, interpreting, and applying campus rules and regulations as they apply to organizational programs and scheduled activities.
- Advisors are to provide assistance for assessment and constructive review of programs and funding proposals for student programmers.
- Advisors should become familiar with the organization's finances and their Club Accounts at the Campus Business Office. Advisors should learn how the Campus Business Office operates in regard to these Club Accounts, and the disbursement of funds.
- When sponsoring an off campus activity, advisors are to be familiar with campus policies/procedures regarding student travel. Procedures and forms are supplied by the Office of Student Life.
- Advisors are to review and sign all of the organization's Facility Use Request forms and forward them to the Office of Student Life office for processing.
- Advisors are to attend all student organization meetings and events both on and off campus.

Thank you for advising a student organization. As an advisor to a student organization, you have the unique opportunity to assist students in developing their ideas and leadership skills. Best of luck as you begin a rewarding part of your advising career at San Bernardino Valley College.

Signature of Faculty Advisor

Date

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Date