The Office of Student Life Cascadia Club Handbook Club Advisors

Club Advisor Role & Expectations

An advisor can provide critical guidance, structure, accountability, and oversight for a Cascadia club. Many of our students who start and join clubs have big ideas and ambitions, but little experience navigating campus policies and processes, organizing teams and tasks, running meetings, and/or planning programs. The Student Life Advisor supports and oversees all of Cascadia’s clubs, but a faculty/staff advisor who is consistently dedicated to a single club can make a significant difference in the students’ individual learning as well as in the group’s ability to function, to grow, and to continue from quarter to quarter.

Who can be a Club Advisor?
Any Cascadia College employee can serve as a volunteer advisor to a student club with their supervisor’s approval. The Student Life Advisor will confirm the Club’s Advisor interest and availability.

What does it mean to be a Club Advisor?
An effective advisor means building relationships with student leaders and developing a style that matches the club’s needs. It is important to keep in mind the purpose of the club, the types of interests and identities that unite them, and how you can help them to both learn about themselves and educate the campus community through engagement with those interests and identities. Some groups will need more or less attention depending on the group and the time of year. Clarify with the club leaders the time and attention they need from you before you agree to be their advisor. Taking an active role in the club (attending meetings, events, meeting with officers, giving advice) does not mean that you are running the club. The daily operations of the club should remain the responsibility of the officers/club members, not the Club Advisor. The main objective of an advisor is to be available to guide and assist the officers or members in the mission and goals of the club.

What do Club Advisors do?

- Maintain regular contact with club
  - Attend weekly club meetings and/or schedule consistent check-ins with the club president to stay informed on club activities as agreed upon with the club
  - Help the club maintain a contact list and transfer of contacts and club documents from one leader to the next
- Help the club meet its mission
  - Take an active role in facilitating the development of group goals
  - Articulate the connection between club activities and student learning/skill development
  - Facilitate creative thinking, teamwork, and follow-through among club leaders
- Provide guidance and ensure compliance with campus policies
  - Be familiar with the policies and procedures outlined in the Club Handbook
  - Ensure the club sends a representative to Club Council meetings, turns in required paperwork on time, keeps the Student Life Advisor updated on meeting times and contact information
  - Help them understand and utilize campus resources available to them
  - Enforce and report violations of the Student Code of Conduct to the Student Life Advisor
Refer club leaders to Student Life Advisor for room reservations, funding requests, purchasing, contracts, event planning, checking out supplies, etc.

Support large-scale and after-hours club programming as needed or find a replacement faculty/staff member. A Club Advisor must be present for the entire duration of the event.

- Sign all paperwork seeking Club Advisor authorization of expenditures* (Note: Before submitting funding requests, the club must always discuss the funding plan with The Office of Student Life first)
  - If clubs are requesting funding over $500, a club advisor signature is required for the funding request form and must give official approval to support the club’s efforts (applicable to Level 2 clubs only)

- Accompany club on any off-campus travel (conference, field trips, etc.) sponsored by the College*
  - Communicate with Student Life Advisor pre-trip to keep in sync with all travel policies
  - Drive the van
  - Keep field trip forms and emergency contact forms on hand during travel
  - Distribute per diem money to each student
  - Manage check-in, room assignments, and stay at the hotel with the students
  - Make sure they are attending the sponsored event and abiding by appropriate conduct
  - Respond to any emergencies
  - Any exceptions to the above list must be approved by the Student Life Advisor

- Empower students to lead
  - Good advisors always keep students in the driver’s seat (except in a college van)

*For more information on travelling, please refer to the “Travel Policies” in this Club Handbook.

Resignation of a Club Advisor

If a Club Advisor wishes to resign, they must notify their club and send an email to the Student Life Advisor stating their resignation and effective date.

All resigning Club Advisor must ensure all club materials are updated and given to the club.

Level 2 clubs must indicate a new advisor in order to maintain Level 2 club status. If the club is unable to find a Club Advisor, the club will automatically become a Level 1 club.

How to find a Club Advisor

The Student Life Advisor maintains a list of potential faculty and staff interested in serving as a Club Advisor. You are encouraged to consult with The Office of Student Life to find a Club Advisor who will be a good match. Clubs are more than welcome to reach out to familiar faculty or staff.