

SUSSEX COUNTY COMMUNITY COLLEGE

Office of Campus Life

CLUB RENEWAL FORM

Please complete and return to the Office of Campus Life D105a

Name of Club: _____ 20__ **Fall** **Spring Semester**

Advisor(s) name(s) _____ ext. # _____

_____ ext. # _____

If your club school fail to elect officers or will not meet this semester, please notify the Office of Campus Life.

President: Name: _____

Address: _____

Phone #: _____ e-mail _____

Vice President: Name: _____

Address: _____

Phone #: _____ e-mail _____

Secretary: Name: _____

Address: _____

Phone #: _____ e-mail _____

Treasurer: Name: _____

Address: _____

Phone #: _____ e-mail _____

Other: Name: _____

Address: _____

Phone #: _____ e-mail _____

SUSSEX COUNTY COMMUNITY COLLEGE

Office of Campus Life

Club Advisor provide valued leadership to the student organizations and link the communication between the Campus Life Office, Student Government Association, and the student club members themselves.

Please carefully read the Club Advisor Agreement below, sign and return to the Office of Campus Life.

CLUB ADVISOR AGREEMENT

I/We _____

Agree to advise: _____

(Name of club)

I/We agree to adhere to the following policies and procedures for club advisors:

- I will see that the club meets on a regular basis and will try to attend at least 4 meetings per semester.
- I will ensure the club sends on representative to the monthly Open SGA Meetings.
- I will be responsible for all club deposits and withdrawals by contacting the Office of Campus Life. To that end, I will present receipts when necessary to reimburse both myself and/or student leaders in a timely manner.
- I will make sure the club completes at least one fundraiser and one community service event.

If for any reason I/we decided to resign as advisor(d) I/we will notify the President of the Student Government Association and the Office of Campus Life ASAP.

This agreement is for the 20 __ **Fall** **Spring** Semester

Advisor(s) Signature(s)

| | |
|-------|-----------|
| _____ | _____ |
| Print | Signature |

| | |
|-------|-----------|
| _____ | _____ |
| Print | Signature |

Date _____.