



Office of Student Activities Advisors Agreement and Guidelines Form

In the beginning stages of an organization, the advisor's role is one of leadership, guiding the group with strong interest and experience towards a meaningful program. As the program becomes self-sufficient, the advisor's role should gradually become that of consultant, advising, recommending, acknowledging and approving programs and material as the situation may determine.

The following outline consists of the policies and guidelines for the student organization advisors at Manchester Community College. Interpretation of the following points may be necessary in certain situations; therefore, consultation is encouraged by the Student Activities Office when questions arise.

1. All clubs and organizations recognized by Manchester Community College must have an advisor. Only a full time employee may serve as a club advisor. **Advisor(s) chosen must sign and submit this Advisor Agreement and Guidelines Form.**
2. Clubs usually need only one advisor, but may chose more than one if the club is unusually large or if such a diversified nature that would warrant the time and talents of two or more advisors.
3. Club members should consult with the advisors concerning preparation of the budget and allocation of funds. Advisors shall assist the organization in proper handling of funds. All activity request forms, budget requisitions, vouchers, and contracts should have an advisors signature.
4. The advisor is not the leader, but may give advice, ideas, or any information applicable to the club's interest. Decisions should be made by the members themselves. Therefore, in reality, the advisor's role is that of a consultant or resource person regarding pertinent College policies, regulations, and other matters.
5. The advisor shall attend all meetings. This requires that the club officers keep the advisor informed of the time, place and date of all meetings and also of any cancellations.
6. The advisor shall assist clubs in developing programs and/or projects. The organization's officers should keep the advisor fully informed of their program's and event's status. The club's secretary should forward minutes of meetings to the advisor as soon as possible. The members should be able to speak to the advisor as often as necessary to discuss problems, complaints, programs, etc...
7. Since the advisor is an official MCC liaison between the club/organization and the office of Student Activities, periodically communication between the advisor and the Director of Student Activities is necessary to properly coordinate organizational activities, especially events requiring contracts.
8. The advisor or their designee must attend and remain at all club activities.

Please submit to the Office of Student Activities.

Advisor's Name (please print)

Telephone #

Advisor's Signature

____/____/____
Date

Division/Department

Name of MCC Club/Organization