



## ACCEPTANCE OF CLUB ADVISER ROLE

### Adviser responsibilities include, but are not limited to:

- Maintain the educational purpose of LBCC as it relates to club activities, programs and personnel.
- Understand and interpret
  - all aspects of the [Online Club Manual](#)
  - the LBCC [Student Rights, Responsibilities and Conduct policy](#)
  - pertinent LBCC Board Policies and Administrative Rules

and ensure that the above are followed in all club activities and actions.

- Complete online training: [Campus Security Authority](#), [Personal Empowerment Through Self-Awareness](#) (PETSA) and [Preventing Sexual Harassment](#).
- Attend functions and programs to supervise and maintain college facilities and policies.
- Counsel club members when necessary so that academic standing is maintained.
- Assist members in planning, supervising and evaluating efforts to provide meaningful social, cultural and recreational opportunities within the club purposes.
- Promote dialogue between members, college administration, student body and college community.
- Provide group continuity from year to year.
- Ensure that all club funds are accounted for and processed according to college process and in compliance with IRS regulations.

**I understand the responsibilities and expectations of a club adviser, and I accept the role of adviser for the club indicated below:**

\_\_\_\_\_  
Club name

\_\_\_\_\_  
Adviser name (print)

- Adviser status:
- Contracted faculty
  - Part-time faculty
  - Manager
  - Full-time classified (requires supervisor's signature below)

\_\_\_\_\_  
Adviser signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's signature (if full-time classified staff)

\_\_\_\_\_  
Date

Date of one-on-one with Student Life & Leadership staff and club rep: \_\_\_\_\_

\_\_\_\_\_  
SL&L staff

\_\_\_\_\_  
Club adviser

\_\_\_\_\_  
Club rep