



## CLUB ADVISER FAQs

By providing students with information and skills, the adviser/club relationship can be enhanced for both students and adviser. Students can receive the support, guidance, confidence and information they need to grow and accept new challenges and responsibilities, while advisers can feel pride and satisfaction in seeing students mature and succeed.

### ***Why do clubs need a faculty/staff adviser?***

**Continuity and guidance.** Students change from year to year, so the adviser is the one continuous person that helps the club sink or swim. Students come to us at all stages of life, but none of them know how things work at LBCC. You are here to help guide them through the process. Hold onto the history of the club. You should have a copy of the club's [Petition For Charter](#) declaring its purpose and mission. You should share that information with club members at the beginning of each year to help them in their upcoming endeavors. Help them with realistic goal-setting and evaluating events and meetings.

### ***Must I be at every meeting?***

You do not have to attend every meeting, but you will need to be aware of what activities the club is planning. You can do this through attending meetings or by being in weekly contact with club leaders. You may also choose to co-advise with another faculty member or staff to spread out the responsibilities. **Exceptions:** if your club meets after hours, on weekends, or is involved in physical activities like martial arts or dance, you must attend the meetings where the activity is being performed, and all club members must sign a [Liability Waiver](#). **Advisers must travel with club members if they attend off-campus workshops, conferences, training, etc.**

### ***How do we get started with our meetings?***

To reserve space, please e-mail or call the SL&L Program assistant at x4465, or e-mail [morijah@linnbenton.edu](mailto:morijah@linnbenton.edu). You may also request classroom meeting space by filling out a room request form at <https://docs.google.com/a/linnbenton.edu/forms/d/1L36YD6PDER-yPjms-3368DoX-NtNHGw4qkVu0-hrkl8/viewform?c=0&w=1>

### ***How do we get started with event planning?***

Event planning starts with the [Club Event Registration form](#). Assistance is also available from SLC Event Planners. Help your students think through events. Has it—or something similar—been done before by another club? Don't reinvent the wheel if you don't have to! Keep records (notebooks or files with copies of flyers and How-Tos) of club events.

### ***How do we handle money transactions?***

Each club may request up to \$100 in start-up funds. Additional monies must be raised or requested at a biweekly Council of Clubs meeting. In all money matters and event planning, ***it is important to plan well in advance of your needs***. Please let us know about your fundraising ideas, as there may be additional forms/processes to be aware of.

## ***What additional services does Student Life & Leadership provide?***

### **Info tables**

Clubs may host an information table M-F between 8a-5p in the courtyard simply by registering with Public Safety (RCH-119). You can request a table and chairs through Facilities, or the Program Assistant can help with this. You can fundraise, promote your club, hand out information about your group, host conversations, poll students, etc.

### **Club Expo/fairs**

There are multiple opportunities throughout the year for clubs to host an information table:

Fall Term – Welcome Day

Winter Term – Club Expo, College Night

Spring Term – Earth Day, Diversity Day

### **Council of Clubs (CofC)**

All clubs are encouraged to send a representative to the biweekly CofC meetings. CofC is a great way to let others know what your club is up to, and to request help if you need it. CofC also covers important topics like budgets, services to clubs and special events. Contact the [SLC Clubs & Student Engagement Director](#) for dates and location.

**Website:** Clubs are encouraged to have their own web page. Contact Program Assistant Heather Morijah for information.

**Miscellaneous:** Event planning assistance, materials and supplies, popcorn for a meeting or event, small amounts of printing/copying and more! Let us know if there is anything else that would be helpful.

### ***What if our group plans to travel or meet off-campus?***

[Student travel forms](#) are required for all travel, and you, as adviser, must travel with club members. If meetings or events are held off-campus, you must also be present. We strongly recommend having a current [Driver Status Report](#) on file with Public Safety.

## **Clubs represent LBCC!**

The [Student Handbook](#) *Rights and Responsibilities* section outlines expectations for student behavior. All students are held to this standard. Be sure all club members are aware of these requirements!

### **Contact information:**

- Program Assistant Heather Morijah, x4465 or email [morijah@linnbenton.edu](mailto:morijah@linnbenton.edu)
- Student Activities Coordinator Barb Horn, x4459 or email [hornb@linnbenton.edu](mailto:hornb@linnbenton.edu)
- Student Life & Leadership Office, Forum-120