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Los Angeles Valley College

Date: Fall 2018

To: Club Advisors

From: Dr. Elizabeth Negrete, Dean

Re: Club Advisor Responsibilities and Procedural Changes

Welcome to the Fall 2018 semester. I am pleased to have you serve as a faculty advisor to your club. Your willingness to be active allows students greater opportunity for growth and leadership. As we start a new semester, I want to remind you of your role as advisor, and the importance you play in student development. I also want to make you aware of several procedural changes. Some of these procedural changes are due to an audit, which is still in progress.

Please review the club chartering paperwork. Some forms have been updated and simplified. ***Please sign this letter***, acknowledging you understand your role as faculty club advisor. If you encounter any problems or have suggestions, please do not hesitate to contact me.

Club Advisor Responsibilities:

- Provide guidance to club members and officers
- Assist club members with paperwork submission
- Attend **all** club meetings and events
- Sign all facility requests and disbursement requests
- Ensure club officers and members handle funds appropriately
- Ensure district/college policies and procedures are followed
- Help mediate problems among club members
- Enhance students' academic experience
- Serve as a role model and mentor to students
- A faculty member can only serve as a club advisor to one club (this includes co-advisors).

Financial Matters:

- ASU and club fees cannot be collected by any club member or advisor. All fees must be paid at the Business Office.
- All club disbursement requests must be signed by the Club Advisor, Club Treasurer, and Dean Negrete. Minutes of the meeting, when the expenditure was approved by the club, must be attached and signed.
- Reimbursements cannot be for more than \$250 (per person). Purchase orders must be used for any amount above \$250. All reimbursements requests require approval prior to purchase.
- Fundraising funds must be deposited to the Business Office within 24 hours and copy of deposit must be submitted to the ASU Treasurer.

*** Failure to comply can result in club charter revocation, suspension, or other penalties. ***

Club Advisor Name

Club Advisor Signature

Date