

CLUB NAME _____

ADVISOR NAME: _____



Snow College Club Advisor Memorandum of Understanding-2018-19

- A. The Advisor(s) must be a full-time faculty or staff member of Snow College. Exceptions such as part-time or off-campus volunteers may be approved by completing the Club Advisor Exception form and submitting it to Student Life for approval from the Director of Student Life and the Vice President for Student Success. _____ Initials
- B. If the appointment of a faculty or staff advisor changes at any time, Student Life must be notified. _____ Initials
- C. Advisor(s) agrees to notify their direct supervisor about their involvement in the club to ensure there are no conflicts with Advisor(s) College position. _____ Initials
- D. The Advisor(s) will assist in pursuing the goals of the club, encourage a current club constitution and help student leaders preserve organizational records. _____ Initials
- E. The Advisor(s) will be given supervision of the financial affairs of the club. The advisor should review and approve expenditures and maintain organizational records. Advisor(s) are required to turn in a club funding packet when requesting club funding. The club funding packet must include copies of all receipts at the end of each semester. An audit of the club financial record may occur at any time. _____ Initials
- F. Club advisors will familiarize themselves with and attend training regarding campus cash, spending and other College purchasing policies. _____ Initials
- G. Club advisors are encouraged to sign up for a purchasing card for the club. P-card logs must be signed by the advisor's immediate supervisor and the club president. _____ Initials
- H. Check reimbursements should be used sparingly and must be signed by the advisor, club president and if the reimbursement is for the advisor the Director of Student Life must sign as well. _____ Initials
- I. The Advisor(s) are encouraged to be in attendance at club meetings. **Advisors MUST be present at CAMPUS WIDE club activities and special events (from set-up to clean-up).** If the Advisor cannot attend, he/she may arrange to have other approved supervision as listed in Snow College Handbook for Clubs and Organizations. The Student Accident Insurance Policy is only in effect when a club member is a Snow College student who is enrolled in 6 or more credit hours and the activity is supervised by an approved advisor or assistant advisor. _____ Initials
- J. In the event of an accident involving a club member or participant during a club activity, the Advisor will ensure that the required accident reports are filed online at <https://www.snow.edu/offices/safety/downloads/report.pdf>. The report must be filed to Public Safety within 2 business days of when accident occurred. _____ Initials
- K. The Advisor(s) must be familiar with club related college procedures and Snow College policies and ensure that club presidents have reviewed them. These policies and procedures must be followed at all times and are

available for review in the Snow College Student Life Office or online at
<http://www.snow.edu/studentlife/clubs>. _____ Initials

- L. The Advisor(s) agrees to attend the Fall Advisor Training for the club to be eligible for Club Funding. There will be an additional Advisor Training in the Spring semester for new clubs. One advisor training per school year is required to review policies and program updates. _____ Initials
- M. The Advisor agrees to sign a Campus Publicity Policy Agreement annually, to be kept on file. _____ Initials
- N. The Advisor will require club President(s) or a representative to attend all Club Communication Meetings. During these meetings the Club Presidents will be educated on the Club Funding process, marketing ideas, effective communication and leadership skills. _____ Initials

Statement of Commitment and Consent: I, the advisor, have read and understand the rules and regulations in the Snow College Handbook for Clubs and Organizations, and affirm that the information contained on the attached registration forms are true and correct to the best of my knowledge. I have agreed to be the advisor to the organization listed above for the _____ academic year. _____ Initials

Liability Understanding: As a Snow College employee, I may have liability protection if I am acting within the scope of my assigned duties. If I have any specific questions about liability protection, I will contact Risk management. _____ Initials

CLUB ADVISOR SIGNATURE: _____ DATE: _____