

## Nedra Park

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**From:** Rischa Slade  
**Sent:** Monday, October 19, 2015 1:33 PM  
**To:** Nedra Park  
**Subject:** Agenda for 10/19/15 Academic Senate Meeting

Sorry I could not get this list to you earlier.

### Clubs that need Advisors

**Fitness Club:** To get students and non-students involved with social and physical activities

**Gamers:** (Zachary can explain)

**PTK:** Academic excellence and community service

**API:** Cultural awareness, political activities, and community development/involvement

**Re-Entry Club:** To advocate for and represent re-entry students on campus

**Women's Empowerment:** To promote and address issues facing female students on campus

**Peace Club:** To promote and spread peace on campus and in the community

**Ambiance Club:** Could not find an advisor and have therefore not returned an application

**From:** Nedra Park  
**Sent:** Friday, October 16, 2015 12:09 PM  
**To:** Rischa Slade <Rischa.Slade@solano.edu>; Deson94@gmail.com; Shirley Lewis <Shirley.Lewis@solano.edu>; Amy Obegi <Amy.Obegi@solano.edu>; Andrew Wesley <Andrew.Wesley@solano.edu>; Erin Duane <Erin.Duane@solano.edu>; Janene Whitesell <Janene.Whitesell@solano.edu>; Jeffrey Kissinger <Jeffrey.Kissinger@solano.edu>; Joseph Conrad <Joseph.Conrad@solano.edu>; Ken Williams <Ken.Williams@solano.edu>; LaNae Jaimez <LaNae.Jaimez@solano.edu>; Lue Cobene <Lue.Cobene@solano.edu>; Marivic Macalino <Marivic.Macalino@solano.edu>; Mark Berrett <Mark.Berrett@solano.edu>; Michael Wylly

### The Role of the Club Advisor

The Club Advisor is the backbone of the club. To act in an advisory capacity is sometimes unclear in its meaning. Each Club takes on its own distinct personality, and Advisors usually learn to work with the club accordingly. In some clubs, there will be enough innovative students who come up with creative ideas. Most clubs, however, may need the Advisor to help with ideas. In either case, the Advisor should only have to be a supervisor, and not one who has to initiate and carry out the work ON the idea.

#### Solano Community College Board Policy 5310 states:

The Administration will assure that staff direction and assistance does not interfere with or curb the exercising of appropriate initiative, leadership, and responsibility by students. Thus, the Advisor's role should encompass the following:

1. Attend ALL meetings and functions of the club. If you are the only club Advisor and cannot attend some events, contact the Director of Student Life.
2. Encourage club officers to plan programs and activities.
3. Assist students in the preparation of program planning, being a critical supporter of their activities.
4. Help evaluate the program after it is completed.
5. See that the necessary paperwork is completed. This includes Direct Pays, Deposits of Club monies raised via fund raisers; contracting with Vendors', etc. Please note that students are NOT allowed to enter into contracts on behalf of a club. Also, club Advisors MUST sign all Direct Pay requests.
6. Make sure that the director of Student life is kept informed of the Clubs activities.

#### The following are desirable objectives and goals toward which an Advisor might help students work:

1. Help club members learn how leadership functions as they plan activities and work together.
2. Encourage club members to interact and communicate with each other, as well as the community when they coordinate an activity.
3. Give guidance to the Club in evaluating an activity.
4. Direct the club in the use of parliamentary procedure. (See Robert's Rules of Order)

Please follow the instructions below when planning and holding an Activity.

Club Advisors, cont.

Event Planning

1. Develop Idea
2. Develop Budget
3. If you choose to collaborate with others, each Club must have an Activity Request Form completed by their Advisor and turned into the SLO 8 business days before the event
4. Cash Box Request: Must be turned into the SLO with the ARF.
  - a. You will receive \$30 in cash from the SLO to help start your activity. At the end of the day, return the Box, and the \$30. Dena will give you a receipt for the remaining funds that will be deposited into your Club account.
5. Reimbursements: Ideally, items are purchased by the Advisor or Club members and afterwards a request for reimbursement is made. Save all original receipts and return them to the SLO with a completed Direct Pay form AND a copy of the Club Minutes authorizing the reimbursement and the amount. Allow for two weeks to receive your reimbursement.
6. Contact Facilities: room reservations: Advisor must contact the SLO to reserve rooms 1421, 1427 or the 1400 Lobby. Contact Janice Eaves at ext. 4400 to reserve all other rooms as well as the cafeteria, and to request any set up that may be needed
  - a. Will Custodians be needed to clean up afterwards? Cost? Janice will be able to provide you with this information.
7. Advertisement: Flyers must be stamped and approved through the SLO. If requested the SLO will have the info sent to all students and all faculty and staff.
8. Food: Catered? Prepared by club members? If you prepare your own food, be sure that students/members have valid Food Handlers Licenses on file in the SLO and that students will in fact be on site to serve the food. \*Remember that you must notify Gina (Cafeteria) what you will be selling and the date of the sale.