



United Tribes Technical College

Club Advisor Responsibilities & Agreement Form

Student clubs at UTTC play a vital role in fostering student leadership, cultural engagement, and campus life. Club Advisors support these efforts by providing guidance, oversight, and mentorship to ensure each student organization thrives within college policies and academic priorities.

Advisor Responsibilities

As a Club Advisor, you agree to:

1. **Club Purpose:** Understand the club’s purpose, goals, bylaws, and activities. Attend meetings and communicate regularly with student leaders.
2. **Support Students:** Encourage members to lead while providing guidance. Set clear expectations about your involvement.
3. **Policy Compliance:** Guide students on college policies, procedures, including requests for payment, vehicle requests, fundraising permits, travel, events, and academic priorities. Club activities must not interfere with classes.
4. **Financial Oversight:** Monitor club funds, assist with budgeting, and ensure proper financial documentation.
5. **Administrative Support:** Help with agendas, minutes, bylaws, and meeting procedures.
6. **Be Present:** Attend meetings and events, including those outside regular hours. Maintain a positive and supportive environment.
7. **Annual Renewal:** Submit this form on September 1st annually to confirm your role(s).

Advisor Agreement & Signature

Submission must be made via Adobe Sign with Club Advisor(s) signature, with CC to the SGA Advisor.

By signing below, I acknowledge that I have read and agree to the responsibilities outlined above and commit to supporting the success and development of the student club and its members.

Advisor Signature: _____

Club Name: _____

Date: _____

Club Meeting Day(s): _____

Co-Advisor Signature: _____

Club Meeting Time: _____

Date: _____

Club Meeting Location: _____