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## **EXPECTATIONS & RESPONSIBILITIES**

### **Advisor Expectation and Responsibilities**

As a member of the DCTC faculty or staff, and as a club or organization advisor, I agree to:

- Represent DCTC and the State of Minnesota in my dealings with this club or organization.
- Act as a source of general information regarding DCTC policies and procedures.
- Assist with new officer orientation.
- Attend all meetings and be available for consultation with student officers.
- Provide opportunity and guidance for club members to gain experience in leadership and interpersonal relationships.
- Be aware of the club's history and purpose in order to provide long-term continuity within the group.
- Assist in determining realistic goals and evaluation of the progress toward those goals.
- Keep informed of club plans and activities, and attend all events.
- Encourage members of the club to be acting members on Student Senate.

Club Advisor Signature \_\_\_\_\_

### **Club President Expectations and Responsibilities**

As club president, I agree to:

- Adhere to all policies of DCTC and the State of Minnesota in club events and activities.
- Maintain contact and an open relationship with the advisor, to apprise him/her of regular happenings and potential issues.
- Arrange meetings in consideration of the advisor's schedule.
- Establish reasonable expectations and extend appropriate courtesies of the advisor, officers, club members and guests.
- Submit the appropriate charter/constitution to the Student Senate and the Director of Student Life.
- Submit funding requests in accordance with funding guidelines.
- Consult with the Director of Student Life in the event of a group conflict or unusual circumstances.
- Submit a written report of club events to the Director of Student Life at the end of the academic year.

Club President Signature \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

*Submit to the Director of Student Life for consideration of permanent club status*

### **Responsibilities as a Representative of Dakota County Technical College**

As a student representing DCTC to the public, and because DCTC is supported by public funds, I am responsible for:

- Abiding by the laws of the State of Minnesota.
- Abiding by the policies of Dakota County Technical College.
- Conducting myself in a manner that is respectable and respectful at all times.
- Adhering to DCTC policy forbidding possession, use or distribution of alcohol or other illicit substances at college events.



# PROVISIONAL CLUB APPLICATION

## Step I: Student Section

Name of Proposed Club: \_\_\_\_\_

Date of Application: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Will this club require funding from the college?     Yes     No     Undecided

If funding is required, please estimate the amount: \$ \_\_\_\_\_ Purpose \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Club Advisor (DCTC Faculty or Staff Member): \_\_\_\_\_

Phone Number: \_\_\_\_\_

Club Advisor has received the Club and Organization Guide and Advisor Expectations and Responsibilities:

Yes     No

Student submitting this form (please print): \_\_\_\_\_

Student/Tech ID: \_\_\_\_\_ Phone Number: \_\_\_\_\_

*Complete and submit to the Director of Student Life or the Student Senate President*

## Step II: Student Senate Section

Provisional Club Status is granted:     Yes     No    Comment: \_\_\_\_\_

Student Senate Signature: \_\_\_\_\_

Copies to: Student named above, Advisor named above, Student Senate President, Director of Student Life