



Student Organization Advisor Information

Date: _____

Name of Student Organization: _____

Name of Advisor: _____ Employee ID#: _____

Office Telephone: (____) ____-____ Fax: (____) ____-____ Home Telephone: (____) ____-____

Email address: _____

Department: _____ Mail Code: _____

Campus: _____

Employment Status:

Full Time

Part Time

Employment Category:

Faculty

Administrator

Staff

Advisor's Signature

Date

Name of Supervisor: _____ Supervisor Telephone: (____) ____-____

Supervisor's Email address: _____

Supervisor's Signature: _____



Student Organization Advisor's Contract

I, _____, as advisor of the _____ at Houston Community College Southwest understand that I am entitled to an annual stipend of 1,000. Which is paid at a rate of \$500. Each fall and spring semester so long as I satisfy the requirements listed below in the section called "Stipend Requirements."

I also understand that if my student club has more than one (1) advisor, that the stipend will be divided amongst the advisors. (Initials) _____

Listed below are the **Stipend Requirements** and deductions for each item that will be evaluated each semester. The parentheses indicate the scheduled deductions if the items are not met.

- 1) I shall complete and sign an Advisor Agreement Form (Deduction of \$25).
- 2) I shall complete and submit all necessary documents for annual recognition as a student club at Houston Community College Southwest (Deduction \$50).
- 3) I shall attend at least three (3) scheduled Advisor's Meeting each fall and spring semester (Deduction of \$25 per individual, per meeting).
- 4) I shall have at least four (4) club members/officers to attend the Annual Houston Community College Student Leadership Conference / System meetings (Deduction \$100)
- 5) I shall ensure that at least one (1) student club representative attend and sign-in at regularly scheduled Student Government Association (SGA) General Assembly meetings during the fall and spring semester (\$20 per meeting without a representative).
- 6) I shall submit a student club meeting schedule each semester to the Student Life Office no later than 30 days after the beginning of the semester, excluding summer (deduction of \$50.)
- 7) I shall submit a proposed activity calendar each semester to the Student Life Office no later than 30 days after the beginning of the semester, excluding summer (Deduction of \$100).

I have read and understand the Regulations Governing Student Organizations and the Policies and Procedures sections of the Student Leadership Handbook as they pertain to the formation and administration of student organizations at the Houston Community College. I have read, understand, and agree to the responsibilities of advisors as outlined in the handbook, and I have received a copy of the HCC Student Organization Advisor's Handbook. I am a full-time employee or part-time faculty of the Houston Community College. I do hereby pledge to serve as an advisor to the student organization named above.

Should I at any time decide that I no longer wish to assume this responsibility, I will notify the organization's president or chair, the College Student Life Coordinator, and the Student Development Dean, in order to resign from the advisorship of this organization. Such notification will be made in writing.

I have read and understand the terms and conditions related to my eligibility to be a recipient of an Advisor Stipend as an advisor to a recognized student club at Houston Community College Southwest.

In addition, I understand that failure to sign and submit this agreement Advisor Stipend Agreement means that I am automatically ineligible or not interested in receiving a stipend as an advisor to a recognized student club at Houston Community College Southwest.

Advisor's Signature

Date