



CENTRAL PENN  
COLLEGE

YOU CAN. YOU WILL.

**Club Advisor Handbook  
2014**

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## **Introduction**

Thank you for the time and effort you will spend as an advisor for a Central Penn College club! Your role helps campus clubs and organizations to thrive. Please read the Clubs/Organizations Handbook to ensure you understand the steps and rules clubs are expected to follow. To be an advisor you must be a member of the Central Penn faculty or staff. As advisor, you will play an important role in helping student organizations achieve success. Serving as club advisor provides an opportunity to further improve the college experience for Central Penn students. You will serve as a personal link between the student and the college.

## **Advisor Role**

*By signing a club's petition as the club advisor, you are agreeing to:*

- Hold at least three club meetings each term.
- Report meeting attendance and keep an accurate member list on T:\Drive.
- Hold at least one club event per term excluding club fundraising activities (charity fundraising activities are fine).
- Complete two community service projects during the year.
- Provide leadership opportunities to students (Ensure club officers or club Board of Directors is elected).
- Have club participate in Club Fairs scheduled during the first week of each term.
- Have club participate in Fall Harvest.
- If applicable, have club registered with national association.
- Have club provide "Year in Review" fact sheet recapping the year's activities.
- Promote the club through Student Central with at least one article per term.
- Help maintain the Oohlala club page. Make sure your club's events and announcements are posted in a timely manner.

## **Advisor Privileges and Expectations**

*Once your club is granted official recognition by SGA, you will:*

- Begin your responsibilities as club advisor.
- Ensure club officers or club Board of Directors is elected.
- Your club will be included in the list of student organizations on the website.
- Your contact information will be given to the Activities Director.
- Have permission to post events to Oohlala and have use of the app for your club page.  
You are expected to keep Oohlala up to date. Events should be posted to Oohlala.
- You can participate in and represent Central Penn in College events.
- You are expected to have a record of attendance for club events. This information should be separated by event, by club members vs. other, and should be organized and detailed. Ensure a club member is keeping records.
- You are expected to keep the college updated with information about the club.
- If all stipulations are followed, you will receive a stipend (to be used however you please) at the beginning of each term.

## **Funding and Resources**

You are not required to provide any funding to your club. The stipend is yours; you are not required to spend it on club-related activities, but you certainly may. You are expected to help the club use the resources they have available to them. Help them request funding, hold a fundraiser, take advantage of on-campus resources, etc. Please see the Fundraising Activity Request Form on page nine for more information about fundraising.

## **Promotion and Outreach**

The Central Penn Activities Director as well as the marketing team will work with your club to properly promote your events. You can also use the app Oohlala to promote events and see who is attending. We will help design and print flyers, post to Student Central, etc. All flyers must be approved and stamped by the Office of Student Services prior to posting.

Central Penn holds a Club Fair at the beginning of each term. This is a great opportunity for you to bring awareness to your organization and recruit new members. All clubs are expected to have representation at a table at the Club Fair. The advisor is strongly encouraged to participate in Club Fair as well as Fall Harvest, but any club representation is fine.

## **Event Planning**

Your club is responsible for planning all of its own events. The assistance provided by the college is limited to rules, funding, resources, and promotion. The club must already have an event, people to run the event, and an idea of guest list when requesting assistance. All events must follow College policies and procedures. Clubs are required to hold at least one event per term. Events can be social, career focused, or community service related. A club fundraising event cannot be the only event held, although fundraisers for charity are fine.

## **Off Campus Travel**

You must be notified of all club meetings. All off-campus club meetings must be approved by you. Approve off-campus meetings if there is some benefit to being off campus. Encourage on-campus events and meetings as much as possible.

If you are using the van: The driver must be a trained member of the Central Penn staff or faculty. You may drive the van if you have been trained and have permission. You must request the van at least 7 days in advance and will be allowed to use it if it is not already in use.

You may request funding if you need access to a bus or other transportation. Funding may not be approved.

## **Club Termination of Registration**

Club Registration will be terminated if:

- The officers wrote a written termination request.
- The organization has not held a meeting or activity for 1 year.
- The club violated regulations or policies.

Once a club is terminated, it will no longer have any student organization privileges or responsibilities. You, as advisor, will no longer receive a stipend, nor will you have any club responsibilities.

If you wish to end your time as club advisor:

- You must first find a replacement club advisor.
- Discuss the transition to new advisor with your club.
- Whomever is performing the duties of club advisor is due the advisor stipend.





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## Spring 2014 Advisor Contract

**Faculty/Staff Advisor:**

**Club/Organization:**

**Stipend Amount:**

In accepting this contract the aforementioned person has agreed to fulfill the following responsibilities as the club advisor:

- Hold at least three club meetings each term.
- Report meeting attendance and keep an accurate members list on T:\ Drive.
- Hold one club event per term excluding club fundraising activities (Charity fundraising activities are fine).
- Complete two community service projects during the year.
- Provide leadership opportunities to students (Ensure club officers or club Board of Directors is elected).
- Have club participate in Club Fairs scheduled during the first week of each term.
- Have club participate in Fall Harvest.
- If applicable, have club registered with national association.
- Have club provide "Year-in Review" fact sheet recapping the year's activities.
- Promote the club through Student Central with at least one article per term.

Failure to meet these responsibilities may cause stipend to be revoked or to not be reissued. The stipend will be added to the employee's Central Penn College paycheck. Subsequent contracts will be signed for the Summer and Fall terms.

In signing this contract, both parties agree to the stipulations listed above.

Signature of Stipend Recipient	Date
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Danielle Klebes, Activities Director	Date
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## Fundraising Activity Request Form

Club name: \_\_\_\_\_

Purpose of fundraising: \_\_\_\_\_

Date(s) of fundraiser: \_\_\_\_\_ Location: \_\_\_\_\_

Brief description of proposed fundraising activity: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

From whom will you be soliciting funds from? \_\_\_\_\_

How will the money you made be used? \_\_\_\_\_

Do you require start-up money? \_\_\_\_\_ If so, how much? \_\_\_\_\_

### Guidelines to read carefully before signing:

- Before fundraising, the extended guidelines list must be read, and a fundraising request form must be filled out and approved.
- This form must be submitted no less than one week prior to fundraising activity.
- Accurate records must be kept of all money spent and taken in.
- All proceeds must be turned in to the Business Office the next business day after the fundraiser.
- Student Activity money may only be used for fundraising as start-up money that must be repaid immediately after fundraiser. Exceptions will be made on a case-by-case basis.

### Club Faculty/Staff Advisor:

\_\_\_\_\_  
Signature Printed Name Date

\_\_\_\_\_  
Email Address Telephone Number

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For Administrative Use Only:

\_\_\_\_\_  
Signature Printed Name Date **Circle one:** Approved Denied