



Kankakee Community College

Office of Student Life

CLUB/ORGANIZATION ADVISOR REGISTRATION FORM

Thank you for volunteering your time to be a Club Advisor! There are many responsibilities of an advisor to a student club that may be different from other roles. In order to clarify these responsibilities and assist you as advisor, the responsibilities are listed below.

The Office of Student Life is here to assist club advisors and members by providing resources, training and policy/procedure updates. Please contact Maurice Sullivan if you need any assistance.

I have read and understand the responsibilities listed below. I will notify the Student Life Office if a rare circumstance arises which may prevent me from following one or more of these guidelines outlined above and confirm with them that the exception is acceptable.

- A. An Advisor or Co-advisor should be present at all club meetings and events.
B. The Advisor is responsible for the expenditures of club money (allocated and earned), and ensures that all funds raised are deposited at the Office of Student Life.
C. The Advisor ensures that approval has been authorized from Student Life for all on-campus events and fundraisers.
D. The Advisor ensures that approval has been authorized from Student Life within the appropriate timeline for all travel plans utilizing club/organization funds.
E. The Advisor ensures that club/organization members abide by KCC policies and the Student Code of Conduct at all times.
F. The Advisor plays an active role in creating a meaningful, rewarding experience for club members by serving as a positive resource and guide.

Club Name

Printed Name of Advisor Signature Date

Name of Co-advisor(s)

Faculty or Staff

\*Please sign and date this form and return to Maurice Sullivan (L116), msullivan@kcc.edu