



# Club Advisor Responsibility Acknowledgement

Club Name: \_\_\_\_\_

Advisor's Name: \_\_\_\_\_

Department: \_\_\_\_\_

Subject: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

I understand I am responsible for the following (Initial by each item):

\_\_\_\_ Attending all club meetings and events.

\_\_\_\_ Securing the appropriate insurance when club members attend off-campus events (includes conferences, service oriented events, etc.).

\_\_\_\_ Overseeing all club fundraisers and expenditures.

\_\_\_\_ Ensuring club members follow campus rules and regulations.

Would you be interested in attending a training session to learn more about club regulations and your responsibilities as club advisor?

Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, when are you available? Please include days and times. \_\_\_\_\_

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

Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_