



2023-2024 Club Advisor Agreement

Please return by Friday, September 15, 2023

As a club advisor, you are a valuable member of your club, contributing to the overall student experience and your club's livelihood. Your guidance and advising encourages members to develop realistic goals and contributes to their educational and personal development. Through suggestions, comments, constructive proposals, and searching questions, you help the club set and fulfill goals. Without you, your club wouldn't be possible! We hope you take pride and find fulfillment in your role.

Annually, we ask you to review this Club Advisor Agreement which highlights areas of service advisors agree to as part of their role. It also outlines our semesterly advisor stipend and bonus opportunities. Please review, sign and return to Student Life (mailstop D112 or studentlife@ntc.edu) by Friday, September 15, 2023.

Advisor Stipend and Bonus Opportunities

Base Stipend (\$500, split)

In appreciation for your service, club advisors are paid a base stipend of **\$500 per semester**, split among multiple advisors. To receive, submit this signed club advisor agreement by September 15 and work with club members to achieve active club status. (see Advisor Expectations number 3 – letters a, b, and c.)

Overnight Travel Bonus (\$50 per night, individual)

Student Life appreciates the importance of attending conferences, competitions, and other out-of-town events with students and wants to support advisors for the time devoted to overnight travel. Each advisor receives **\$50 per night** for each overnight trip taken with their club. To receive, ensure a Club Event Planning Form with participating advisor name(s) and travel paperwork is submitted prior to travel. Bonus will be processed at the end of the semester with base stipend.

NOTE: Student Life reimburses the club for advisor travel expenses (including meals) up to \$1,000 per trip with additional reimbursement of up to \$3,000 for state and national competitions. At least one advisor from each club should have a p-card to use for club-related expenses including student and advisor travel bookings. Within 45 days of the event, partner with Student Life to submit reimbursement and itemized receipts.

Club Activity Bonus (up to \$500, individual)

In addition to creating a social hub, active clubs offer members opportunities to step outside their comfort zone and develop success skills. Student Life knows these activities often take place outside of a traditional work day and can mean time away from loved ones, hobbies, and other interests. In an effort to further recognize advisor service, each advisor is eligible for up to **\$500 (10 events) per semester:**

- \$50 for each FIELD TRIP or CONFERENCE advisor attends with club members.
- \$50 for each COMMUNITY SERVICE PROJECT coordinated/completed by the club.
- \$50 for each GUEST SPEAKER/PROFFESIONAL DEVELOPMENT ACTIVITIES where the advisor is present.

To receive, ensure a Club Event Planning Form with participating advisor name(s) and travel paperwork is submitted prior to the events. Bonus will be processed at the end of the semester with base stipend.

Advisor Duties & Expectations

1. Club advisors are familiar with college policies and have access to college-specific systems and resources. For this reason, only current NTC employees may serve as a club advisor.
2. As a positive role model to NTC students, take an active role in helping club members plan and administer a meaningful club experience that is consistent with the club's purposes while also keeping NTC's mission, vision, and core beliefs & values in mind.
3. Participating in a club allows members to meet new people, grow in their teamwork abilities, apply problem-solving skills, engage in time and project management, and much more. **Empower and work with club members to achieve and maintain active club status by:**
 - a. Working with club leadership to complete and submit the Student Club Plan of Action by the first Tuesday of October and a revised version for the second semester by the first Tuesday in March. (Forms are available on the [Student Club Resources web page](#).)
 - b. Assisting club leaders in planning, scheduling, and participating in at least five club activities per semester. These include, but are not limited to: club meetings, social events, community service, fieldtrips, fundraisers, leadership development activities, etc.
 - i. **At least two weeks prior to the event, work with club members to submit a [Club Event Planning Form](#) and receive Student Life approval.**
 - ii. For club meetings submit documentation to Student Life through the Club Event Planning form, or email club minutes or a sign in sheet to studentlife@ntc.edu.
4. Club meetings are a great opportunity for members to share their voice, use leadership skills, and even navigate productive conflict. Student members look to advisors for guidance through these skills and with interpreting club/college policies and procedures. At least one advisor needs to be present at all club meetings to be that resource and guide. *If you're unsure about a policy, connect with Student Life for guidance.*
5. Fundraising, budgeting for events, and allocating club funds allow students to engage in fiscal responsibility. Assist club officers in maintaining accurate financial records and ensuring the club does not exceed available funds.
6. If applicable, oversee club's posting to and use of social media (Facebook, Twitter, etc.), and delete inappropriate content if necessary.
7. To provide guidance/support and navigate any challenges that may arise, an advisor needs to be present for the duration of each onsite, virtual, or off-campus club event/activity. If they are unable to attend, the advisor may arrange for another staff member to assume their responsibilities or consult with Student Life for guidance. *Remember to submit travel paperwork prior to trip departure for off-campus events.*
8. There are instances where other departments within the college or external auditing organizations (e.g. Higher Learning Commissions, budget compliance committee, etc.) may request information regarding student club activities and use of club funds. Advisors provide consistency for record-keeping as student leaders change over time. Maintain storage of records and know where to access when requested. Examples include meeting minutes, club goals set/met, member approval of use of funds (often in minutes), activities hosted or events attended, etc.

I accept the duties of advisor for _____ club name.

Printed Name

Signature

Date