



2022-2023 Club Advisor Contract

Submit by: Friday, September 30, 2022

Thank you for agreeing to serve as a club advisor! Successful, enduring relationships between advisors and student clubs are reflective of the advisors' acknowledgement and acceptance of their position as role models and educational leaders for students.

Advisor Stipend/Bonus

Club advisors will be paid a **base stipend of \$500 per semester** (split among multiple advisors) with an additional **bonus of up to \$200 per semester** per advisor based on club activities.

Eligible Bonus Activities

- \$20 bonus for each program related FIELD TRIP or virtual CONFERENCE.
- \$20 bonus for each (up to 3 per advisor) COMMUNITY SERVICE PROJECT coordinated/completed by the club.
- \$20 bonus for each (up to 3 per advisor) GUEST SPEAKER/PROFFESIONAL DEVELOPMENT ACTIVITIES during a club meeting/activity.

To Earn Base Stipend:

- Club must be in "active standing" and have documentation on file with Student Life as outlined below under Advisor Responsibilities number 3 – letters a, b, and c. If a club is found to be "inactive" for a semester, advisor(s) may forfeit that semester's full stipend and bonus.

To Earn Bonus:

- Club must submit [Club Event Planning Form](#) prior to the activity.
- Advisor must be present at the activity.
- Advisor must notify Student Life of his/her participation. Near the end of each semester, Student Life will send advisors a club activity report as compiled through submitted Club Event Planning Forms. It is the advisor's responsibility to respond by the date advised with the report noting at which eligible events they were present.

Overnight Travel Bonus

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 will be paid an additional amount for each overnight trip taken with their club if they submit the Overnight Travel Bonus form prior to travel.

- Trips requiring one overnight stay: \$50 per trip.
- Trips requiring two or more overnight stays: \$100 per trip.
- Overnight travel will be paid at the end of each semester with the stipend.
- To receive the additional funding, **prior to the trip** complete the [Overnight Travel Bonus Request](#) available on the [Student Club Resources web page](#).

NOTE: Student Life reimburses travel expenses up to \$1,000 per trip with additional reimbursement of up to \$3,000 for state and national competitions. Reimbursements must be submitted within 45 days of returning from the event. Advisor meal reimbursements must include itemized receipts.

Advisor Responsibilities

1. Be a current Northcentral Technical College employee.
2. Serve as a positive role model to NTC students and take an active role in helping students plan and administer a meaningful program that is consistent with the club's purposes and with the goals and objectives of the college.
3. Work with students in the club to submit required paperwork to Student Life and fulfill other requirements to ensure official club recognition:
 - a. 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. The club meets at least once monthly (or a schedule approved by Student Life) with all attendance forms from club meetings turned into Student Life by the end of the month. Attendance forms (or minutes documenting attendees) may be emailed to studentlife@ntc.edu.
 - c. The club holds at least two events per semester. These events include, but are not limited to: social events, community service, fieldtrips, fundraisers, leadership development activities.
All events require submission of a [Club Event Planning Form](#) and Student Life approval prior to the event.
4. Attend all club meetings.
5. Be familiar with college and club policies and procedures, ensuring policies are adhered to during all club activities. When in doubt of a policy or procedure, the advisor is responsible for communicating and clarifying the policy/procedure for the club. If the advisor is unsure, answers can be found in Student Life.
6. Encourage and assist the club's active presence on campus.
7. Assist the treasurer in maintaining accurate financial records and ensuring the club does not exceed available funds.
8. **NEW 2022-23:** At least one club advisor from each club will work with Student Life and Finance to obtain a p-card to be used for club-related expenses including travel bookings. Personal cards should not be used for club expenses/bookings.
9. Submit all reimbursements for club/advisor travel within 45 days of returning from the event with itemized meal receipts.
10. If applicable, oversee club's posting to and use of social media (Facebook, Twitter, etc.) and delete inappropriate content if necessary.
11. Serve as a liaison between the club and Student Life.
12. When a club sponsors an event, the advisor will be in attendance during the event. If they are unable to attend, the advisor may arrange for another staff member to assume their responsibilities or consult with Student Life on guidance.
13. Club trips and activities outside of the NTC District must have an advisor present during the entire trip and club travel paperwork must be submitted prior to trip departure.
14. Upon request, work with club members to submit a written summary report of the activities accomplished by student club members.

I accept the duties of advisor for _____ club name.

Printed Name

Signature

Date