

Club Advisors' Frequently Asked Questions (FAQ)

1. What is the role of a club advisor?

A club advisor is the college's liaison to a particular student group. A club advisor also serves as a role model, consultant, sounding board and a motivator for the group. The club reference manual highlights the role and responsibilities of the club advisor.

2. Do I have to attend all club meetings?

No. You should attend at least $\frac{3}{4}$ (75%) of the club meetings.

3. How do clubs earn funding?

The club must meet all SGA club funding requirements to receive maximum funding each semester. The clubs will not be awarded funding until the end of each semester.

4. Who do we talk to about questions or concerns that are not addressed in the manual?

If you have a question or concern about something that is not listed in the manual, please have your club representative meet with the SGA Executive Board to receive clarification. If you have additional questions, please contact the Director or Assistant Director of Student Life.

5. What do I do if the club members refuse to follow policies?

If club members refuse to follow policies, you should do the following:

- Inform the club representatives of the penalties for not following SGA policies
- If they still refuse, set-up a meeting with the Office of Student Life, SGA and club members to discuss violations and inform the club that they are in jeopardy of losing their recognition

6. Why must the club have all fliers approved through the office of Student Life?

It is a college policy (63.10.07) that all bulletin board notices (i.e. fliers) must be stamped and approved by the Office of Student Life at least one week prior to the event. Any unapproved posting will be removed.

7. Do I need to be present Off-Campus Programs/Events?

8. The club advisor (or an advisor designee who is a budgeted college employee or an adjunct faculty member) must be present at any off-campus event for the **entire** duration that HCC students are present. **Depending upon the anticipated attendance of an event, a second advisor or faculty/staff designee may be required.**

9. What are the procedures for my club to host an event?

All event or fundraising proposals must be submitted on using the online event proposal form or in a typed format to the SGA President or Assistant Director of Student Life at least **one month** prior to the proposed event date. The club reference manual outlines requirements for items related to events such as catering, purchasing etc.

10. I know the processes for organizing events on this campus – placing work orders, catering orders, reserving rooms, etc. Why do I need to go through SGA when I can do it more efficiently /in a timelier manner on my own?

If the event is in the name of the club, it must follow all policies and procedures outlined by SGA. SGA oversees the clubs and the college expects them to govern the events and activities of all clubs at HCC. The advisor should be familiar with SGA policies and procedures regarding clubs and ensure that the club is following these policies and procedures accordingly.

11. What should we do if the SGA is not being responsive?

If you contact SGA via phone or email, please allow 2 business days for a response. If you do not receive a response, please contact the Director or Assistant Director of Student Life.

12. What are the procedures to hold a Fundraiser on campus?

All event or fundraising proposals must be submitted in a typed format to the SGA President or Assistant Director of Student Life **at least one month** prior to the proposed event date. Fundraising proposals also require approval of the Director of Auxiliary Services and the Executive Director of Development, which is obtained by the Office of Student Life.

13. Why is the timeframe for the events required 1 month in advance?

The timeframe allows for proposal review and approval. It also allows the SGA in conjunction with the Office of Student Life to be able to ensure that the club will have everything needed for the event to run smoothly (i.e. booking space, advertising, purchasing, check requests or other approvals – if required).

14. How does the club book a room for meetings? The club should contact the SGA to book a room for meetings. The club can request a specific space but they must know that it is subject to availability.