

The Office of Student Life

Club Advisors Mandatory Workshop

PRESENTED BY SONIA JUAREZ

Agenda

KEY PRESENTATION POINTS

Introduction

Club Advisors Responsibilities

Changes for 2026–2027

Forms

Copyright Compliance

More Forms

Donation Letter

Questions?

Introduction



WHO ARE WE?

Student Life Staff

Sadie Grantham,
Director of Student Equity, Activities, and
Engagement

Sonia Juarez,
Student Life Coordinator

Kristen Girard,
Administrative Assistant II



Club Advisor's Roles & Responsibilities

Becoming a club advisor can be very rewarding as you serve as a mentor for our students. There are some mandatory responsibilities that come with this position. Before a perspective advisor agrees to this role, they must be aware of the commitment saying "yes" encompasses.

IMPORTANT CHANGES FOR 2026-2027

- Club Advisor(s) must be present at all meetings.
- If the advisor is not present, students cannot meet in the reserved room unsupervised- as per district policy.
- No food is to be eaten in the classroom without prior clearance from the Dean's office.
- All officers can only be officers in no more than two clubs.
- There is an overall two-year term, position limit that an officer can hold an officer position in any club
- Event proposals must be submitted and approved, prior to submitting a funding request form.
- Funding requests are due by **12pm** and must be received **four weeks prior to the event.**
- Field Trip Requirements

THE ADVISOR'S ROLE

An advisor is an integral part of every organization. The advisors volunteer to work with student groups because they are interested- it is a contribution they make in addition to their regular job and/or teaching assignment.



The advisor must be a full-time faculty or classified staff member. The club advisor may designate a substitute (full-time employee) if unable to attend an occasional meeting. Adjunct employees can be a co-advisor.

RESPONSIBILITY OF MEMBERS TO THEIR ADVISOR

Groups must plan their meetings at a time and place so their advisor is able to attend. A meeting is not official without their presence—no official business can occur.

- Check all dates with your advisor before scheduling meetings or social activities
- Officers must keep the advisor fully informed of the programs and activities of the club.
- Ask the advisor for his/her opinion and advice when problems come up in the organization. Make use of his/her background and experiences with the organization and the college.
- The president should set a time for meeting REGULARLY with the advisor to discuss the affairs of the organization.

RESPONSIBILITY OF THE ADVISOR TO THE CLUB MEMBERS

Be a resource person and offer guidance to the students in the following:

- Setting up plans for the year's activities
- Helping members know, use, and understand established policies and procedures.
- Helping members develop habits of responsibility and service.
Note: the advisors should NOT do the work for the club members. Members should be permitted to try out new ideas and even fail occasionally if they do not follow through on their responsibilities.
- Supervise the finances of the organization with the student treasurer assisting. If you feel an idea is fiscally unsound, express concern to the members.
- Attend all meetings and social activities of the organization.
- May not motion: club money is for the club usage and only members may motion.

CONTINUED RESPONSIBILITY OF THE ADVISOR TO THE CLUB MEMBERS

- Give guidance and instruction to members of the club in scheduling and achieving their activities.
- Know the constitution of the organization and the duties of the officers.
- Encourage participation by all members.
- Dismiss any club member whose actions are disruptive/harmful to the organization or the college. The advisor has the authority to dismiss a student for verbal threats and/or misconduct. The Chaffey College Discipline Policy applies to student organizations. Consult Student Discipline for guidance in discipline issues.

RESPONSIBILITY OF THE ADVISOR TO THE COLLEGE

- Know and understand the district regulations and policies as well as those related to clubs and organizations and insure they are observed.
- Attend all regular meetings, special meetings, and any other events sponsored by the organization, or arrange for a designee if you cannot attend. Check personally with the faculty/classified substitute to make certain he/she understands his/her function and the students have made proper arrangements with the substitute. The substitute may not sign club paperwork; only the advisor of record may process and thus be liable for financial endeavors.
- Monitor all fiscal actions closely insuring district guidelines are followed.
- Ensure that all club members, as well as student participants complete a waiver of liability form.

FORMS

All club forms can be found at

<https://www.chaffey.edu/studentlife/clubs-orgs.php>

Forms we will be dicussing

- Event Proposal Form
- Club Minutes
- Funding Request
- Deposit Forms
- School Dude- must request log-in access
- Enterprise- must request log-in access
- IT Request Form
- Short Form Services Agreement- Sonia completes
- Waiver of Liability Form
- Transcript Inclusion Form
- Standardized Donation Form (sent upon email request only)
- Field Trip Requirements

Forms that Go Hand in Hand



EVENT PROPOSAL FORM

Submit at least four weeks prior to the event and you must receive approval before the event can take place.

Must submit prior to submitting a funding request.

FUNDING REQUEST FORM

- Must be submitted online before 12pm on Tuesday, with check available on Thursday at 12pm in the campus store.
- There is NEVER ANY reimbursements
- Plan accordingly

CLUB MINUTES FORM

- Any reports
- Discussion of event
- Motion & approval of any financial expenses.
- NO student ID numbers should be included.

DEPOSIT FORMS

Any unspent cash & receipts must be turned into AD-102 within three business days after the event.

Copyright Compliance & Showing Movies on Campus

**Visit Swank.com to obtain
quote for license.**

SET-UP OF EVENT

STEP 1

Submit Event Proposal- Students Submit

STEP 2

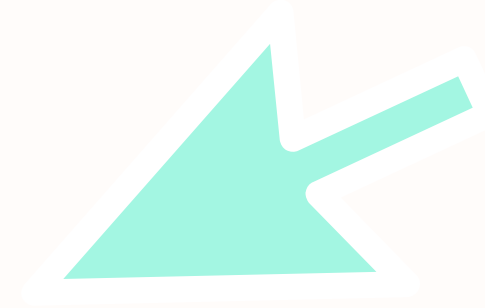
Enterprise- reservation of room or area where event will take place

STEP 3

School Dude- reserve tables, chairs, etc.

STEP 4

IT Request Form- reserve AV, such as podium, projector, speakers & microphone.



ADVISOR HAS ACCESS ONLY

MARKETING THE EVENT

- Word of Mouth
- Flyers- must be approved & stamped prior to posting
- Online Presence
- Only club advisors can submit flyer requests thru Lithography

MAKE SURE THERE IS
ROOM ON THE FLYER FOR
THE STAMP: LEAVE A
2 X 2 WHITE AREA



FACEBOOK

Get the word out about your event.



INSTAGRAM

Get the word out about your event.



TWITTER

Get the word out about your event.

MORE FORMS

Short Form Services Agreement

A short form services agreement is required for services that are supplied by an individual, a company, or an organization for an agreed upon fee. Chaffey College employees cannot be paid through these agreements. *Sonia must complete these agreements.*

Waiver of Liability

Students participating in a club activity are required to complete the applicable waiver of liability form. The signed form shall be retained in the office of student life for the entire academic year.

Transcript Inclusion Form

When an officer is in good standing for six months or more, their position can be posted to their official transcript. This is for officer's only.

Risk Management



07/17/2023

Dear Student Group Program Sponsor:

This letter is intended to introduce our organization Club of Hard Knocks as an officially chartered student club that is approved and in good standing with Chaffey College. Our student club seeks to achieve thru team building skills and activities.

We have 20 active members who are involved with our student organization and engaged with student life on our campus.

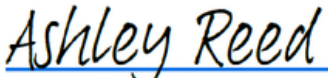
We request your kind consideration to support our student organization so we can continue to pursue our goals. Any cash or in-kind support that you can provide would go a long way to benefit our members and activities, as well as help our student organization attain our educational purpose/mission.

If you would like to donate, please send checks payable to Chaffey College Auxiliary with the club name in the Memo line and mail to:

Chaffey College- Office of Student Life
c/o Club of Hard Knocks
5885 Haven Avenue
Rancho Cucamonga, CA 91737

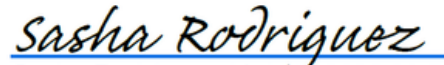
Donors will be presented with a letter of thanks as well as an acknowledgment for your tax-deductible donations. A Federal Tax ID number is available upon request. Thank you for your consideration in support of our club!

Sincerely,



Ashley Reed (Jul 17, 2023 09:53 PDT)

Club President



Sasha Rodriguez (Jul 17, 2023 09:57 PDT)

Club Advisor

Professor of Arts

Verified by:



Sonia R. Juarez
Student Life Coordinator
sonia.juarez@chaffey.edu
(909) 652-6589

Donation Letter

Email:

sonia.juarez@chaffey.edu

Field Trip Requirements

*Read Field Trip Handbook

*Submit Adult Waiver Form

Here are some bullet points:

- Club Advisor's must submit a Travel and Conference Request form to their Dean prior to attending the event and send a signed copy to Sonia
- Club Advisor's must attend all club events, and any club- funded off campus outings or events
- Club Advisor's are responsible for room check-in and out on any overnight trips
- If a minor is attending a day trip, they must provide their own chaperone
- The waiver must be signed by all ADULTS who are attending any overnight trips and submit to Nicole.Leonard@chaffey.edu

SONIA JUAREZ

EMAIL ADDRESS

sonia.juarez@chaffey.edu

PHONE:

909-652-6589

Accounting Department

TINA ALTIS

EMAIL ADDRESS

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PHONE:

909-652-6034

**Contact
Information**

