

**Calumet College of St. Joseph**  
**Student Activities Office**

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**Student Club/Organization Advisor**  
**Letter of Agreement**

I, \_\_\_\_\_, have been selected by the \_\_\_\_\_ and have been approved by the Director of Student Activities to serve as the advisor to the club during the 2011-1 term.

I understand that as an advisor I agree to assume the following duties:

1. Advise the club to meet on a regular basis. Clubs must meet twice per month (minimally) with the advisor in attendance.
2. Attend all planned functions or activities of the club. The advisor must be present for the entire length of a major function (i.e. dance, fest, etc.). If an advisor has a conflict on the date of a planned function it is his/her responsibility to find a suitable substitute to fill in during the anticipated absence. This substitution must be reported to the Director of Student Activities in advance of the function.
3. Meet once a month with the Director of Student Activities to share information regarding club activities.
4. Review and approve all purchase requests made by the club officers. The approved requests should then be forwarded to the Director of Student Activities.
5. Advise officers in planning and conducting at least one club membership drive per semester in order to enhance club participation.
6. Advise club/organization officers in planning and conducting one club-related activity per month.

As an advisor, I will be paid the sum of \$500.00 for the work performed during the \_\_\_\_\_ term. If the duties are not performed it is up to the discretion of the Director of Student Activities and/or the Vice President of Student Affairs to reject or reduce payment. Compensation will be paid no later than December 15, 2011.

I further understand that as an advisor, I serve at the pleasure of the club and the Director of Student Activities.

I agree to the terms outlined in this letter of agreement.

\_\_\_\_\_  
Advisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Student Activities

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President of Student Life

\_\_\_\_\_  
Date