



Acceptance of Club Adviser Role

All Items listed below can be explained and shown to club advisors by contacting the Student Life and Leadership Program Assistant or Student Leadership Coordinator

Adviser responsibilities include, but are not limited to:

- Maintain the educational purpose of LBCC as it relates to club activities, programs, and personnel.
- Understand and interpret:
 - All aspects of the Online Club Manual
 - The LBCC Student Rights, Responsibilities, and Conduct Policy
 - Pertinent LBCC Board Policies and Administrative Rules
 - And ensure that the above are followed in all club activities and actions
- Help the club navigate college processes such as room reservations, event marketing, and use of club funds.
- Attend club functions and programs off campus and maintain college policies.
- Assist members in planning, supervising, and evaluating efforts to provide meaningful social, cultural, and recreational opportunities within the club's purposes.
- Promote dialogue between members, college administration, student body, and college community.
- Provide group continuity from year to year.
- Assist Club in managing college processes for spending funds, and fundraising.

I understand the responsibilities and expectations of a club adviser, I also recognize that this is a non paid voluntary role. I accept the role of adviser for the club indicated below:

Club Name

Adviser name (print)

LBCC Employment Status (Full time, PT, Classified, Faculty, MESA)

Adviser Signature

Date