

Cabrillo College

**Club Advisor
Handbook**



From the Student Life Director

The Student Activities component of the Student Services division here at Cabrillo College is designed to support students in their college success by fostering an environment that encourages learning beyond the classroom. With opportunities to develop important life skills, meet new friends, increase awareness and appreciation of diversity, and participate in socially relevant events, our goal is to aid Cabrillo students in their journey towards college completion. We want to support the growth and development of all of our students, and we invite you, as college employees, to help us do so by being a club advisor. Working together, we believe we can maximize the impact we have on each of our students and create a more memorable and enriching college experience.

Much of our work pulls from a theoretical base that indicates more student involvement on campus leads to more student success. Cabrillo College promotes increased student/faculty-staff engagement as a goal and indicates students are more likely to achieve their goals if they feel connected, nurtured, and engaged. We therefore feel that it is important to include faculty & staff in the work we do in Student Services by developing our student leadership outside of the classroom environment.

One of the best ways for faculty & staff to get involved in Student Life is to become a club advisor. With many established clubs and organizations at Cabrillo College, our students have opportunities to connect with their peers and pursue their passions, whether they be academic, cultural, social, etc. Within our clubs, our students are developing practical competence and leadership abilities, honing their skill sets and career goals, connecting to the community at large, and supporting each other in becoming better students. Each club is required to have at least one advisor, a college employee who attends all club meetings and provides guidance on club activities. The role of each club advisor varies depending on the club needs – some teach and mentor, while others lead and coach. What does not vary is the level of appreciation our student leaders have for the faculty/staff members who give of their time to be an advisor. Students love the opportunity to build deeper relationships within the college. But it's not just the students; staff also benefit from being advisors. You have an opportunity to watch and facilitate the holistic development of your students in multiple environments throughout their matriculation. You may even mentor some of them or serve as a reference when they graduate and pursue their career goals. Perhaps advising will simply be an opportunity to support a club or organization whose purpose you enjoy. Whatever the case may be, we can't stress enough the appreciation the students and those of us in Student Life have for the work our club advisors do.

Thank you for your support of student activities. We want you to have an amazing experience while building on the community at Cabrillo College. Please stop by the Student Life and Welcome Services Office in Aptos SAC East 225, or Watsonville room A100, or feel free to call at 477-3366. You can also visit the Cabrillo College website (<https://www.cabrillo.edu/inter-club-council/>) to find out more!

Best,

Alta Cilicia Northcutt

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The Inter-Club Council (ICC) at Cabrillo College

The Inter-Club Council (ICC) is an organization consisting of representatives from each of the clubs on campus. The purpose of the ICC is to foster discussion and cooperative projects between the various student organizations on campus. The ICC may recommend sanctions against any club for not abiding by its constitution and failing to send a representative to the ICC or for being a discredit to Cabrillo College. It is very important that a representative be present at all ICC meetings. Details concerning ICC meetings are to be taken back to individual club meetings and shared with other members and advisors. If you cannot send a representative to an ICC meeting, please notify the ICC Chair and/or the Inter-Club Council Advisor. The ICC must approve all fund-raising activities on/off campus. One of the important functions of the ICC is to select the Club of the Year and Advisor of the Year. This club is honored at the End of the Year Banquet, which is held at the close of the academic year.

The mission of the Inter-Club Council is to involve and support students in co-curricular activities which will help develop life skills such as critical thinking, effective leadership, problem solving, goal setting, cultural appreciation and the ability to relate with people who are different from oneself.

The mission is accomplished through the exchange of information and participation in experiential activities that ensure:

1. An opportunity to participate in student organizations that represent a multitude of student interests.
2. An opportunity to participate in student governance.
3. An opportunity to participate in all campus activities and initiatives.
4. A challenge to attain advanced levels of performance of those which are learned in the classroom.

Being a Club Advisor at Cabrillo College

There are many benefits associated with becoming an advisor to a student organization. Here are some:

- Engaging with students as they learn and develop new skills.
- Working with diverse student groups to understand and appreciate difference
- Coming together to share common interests and work toward common goals
- Developing a personal relationship with students.
- Sharing one's knowledge and experience with others.
- Furthering personal goals or interests by choosing to work with an organization that reflects one's interests.

Roles



Adapted from the ACPA Advisor Manual, 2009

Expectations

Your role is to ensure that the college fulfills its obligations to its students and that club activities conform to the California Education Code, the policies of the Cabrillo Community College District and the constitutions of the Inter-Club Council and the Associated Students of Cabrillo College. **You sign an advisor agreement each semester, reaffirming your support of, and commitment to, your club.**

Policy Foundations for Cabrillo College Clubs and Organizations

STUDENT CLUBS AND ORGANIZATIONS - These procedures govern the operation of Cabrillo College clubs and organizations as approved by the Associated Students of Cabrillo College (ASCC). The following procedures apply directly to advisors:

- Each club must have a Cabrillo College faculty/staff advisor who provides guidance and support to the club members. The advisor is also responsible for advising students of District policies and administrative procedures within the club's structure and activities.
 - Faculty/staff advisors must serve as lead advisors and will be the advisors on record.
 - Academic Deans are also eligible to serve as club advisors.
- The advisor must be present at all club meetings where business is conducted and is required to sign off on the organization's meeting minutes, activity requests, and check requests.
- The advisor shall make every effort to be present at all activities and fundraisers. The advisor is required to be present at club activities when held in the evening, on weekends, or at any time the event is held off-campus
- Club minutes should be accurate and kept on file and ready for you to provide as supporting documentation with each activity and check request and to the College upon request.
- **Clubs must submit completed Activity Requests in advance of the activity or event.**

AP/BP 5420 STUDENT SENATE FUNDS

AP/BP 5500 STANDARDS OF STUDENT CONDUCT

AP/BP 5510 OFF-CAMPUS STUDENT ORGANIZATIONS

All Board Policies (BP) and Administrative Procedures (AP) may be found online for references and further review at <http://go.boarddocs.com/ca/cabrillo/Board.nsf/goto?open&id=A2MLN35574F7>

Dos and Don'ts of Advising Student Clubs & Organizations

Do:

- Assist officers with procedural matters. Be knowledgeable of the group's purpose and constitution and help the general membership adhere to them.
- Be knowledgeable about, and comply with federal, California, and local laws and ordinances, and well as campus policies.
- Maintain open communication with club leaders and members.
- Allow the students to make the decisions while you provide guidance and advice.
- Reach out to the Student Activities Advisor for guidance and feedback.
- Develop clear expectations about the role of the advisor and your relationship to the organization.
- Assist your club in establishing goals every semester.
- Orient new officers and members to the history and purpose of the club and help them to build upon it.
- Help resolve intragroup conflict.
- Be consistent with your actions. Model good listening and communication skills. Develop good rapport.
- Give the group autonomy, but offer feedback, even when it is not solicited. Let the group work out its problems, but be prepared to step in when called upon to assist.

Don't

- Do their work for them.
- Take ownership of the club.
- Miss group meetings or events.
- Be afraid to let the group try new ideas.
- Impose your own bias (though perspective and opinions are welcome).
- Do the work of the president or other members of the officer team.
- Approve events without having been present during the meeting..

What Do You Expect of Your Club?

The following are just a few expectations you may establish with your club.

- Providing a job description for the advisor that clearly defines his/her responsibilities and anticipated lines of communication anticipated.
- Collaboration on meeting times to ensure that your schedule will allow you to attend all club meetings and events.
- Providing copies of meeting minutes in a timely manner.
- Consulting the advisor prior to making significant changes to the structure of the club or organization.
- Consulting the advisor when any significant organization policy changes are made.
- Allowing the advisor to share their thoughts and ideas.
- Showing respect and value for the advisor whom the organization has chosen to serve as a guide and mentor.
- Considering all advice and guidance provided with an open mind and a sincere interest for improvement of daily operational and special event/activity needs.

Advising 101

- Know your group's goals for the semester/year
- Know your limits and the group's limits
- Know what the club needs and wants from you
- Serve as a resource regarding campus policies, offices, initiatives
- Be visible and accessible
- Help them see alternatives and provide prospective
- Develop relationships with officers
- Provide feedback on their successes and challenges
- Hold club members accountable for their actions
- Help students find a balance between academics and co-curricular activities

Tips for More Effective Club Meetings

- Be aware of what will be discussed. Help develop the Agenda prior to meetings from the executive board
- Help discussions stay on the right track
- Help guide the discussion to ensure that meetings are not dominated by one or two students
- When your club submits an activity request they must submit a copy of the minutes. The minutes must show that you (the advisor) was present.
- Intervene if necessary, when discussions take a negative turn or student(s) behavior becomes a concern

Liability and Risk Management

Risk management is the process of assessing the potential risk involved and cost-benefit of conducting activities/events. It includes monitoring organization activities and implementing controls and procedures to proactively minimize the consequences of an incident and /or loss.

As an advisor to a Cabrillo College student organization, you are the college's representative regarding the organization's activities and have the potential for legal responsibility and liability for said activities. As such, you are expected to give reasonable and sound advice to your organization about the use of facilities, and operational procedures. If you have reason to question an action taken by your organization, as an advisor, you can contact

Mr. Alex Strudley: Director of Purchasing, Contracts & Risk Management

Telephone: (831) 477-3521

Email: alstrudl@cabrillo.edu

Web Site: <http://www.cabrillo.edu/internal/purchasing/index.html>

Here are things you can do to identify and reduce risk:

- Be attentive during meetings and discussions during club meetings and informal settings
- Actively engage in considering all possible risks when planning an event, including:
 - Physical Risks - bodily injuries that can be a result from participating in an event or activity
 - Reputational Risks - incidents that can lead to negative publicity for the institution, students, or advisors
 - Emotional Risks- activities that can lead students to feel alienated or have a negative impact on them
 - Financial Risks- Incidents that impact clubs negatively
 - Facilities Risks- damage to the building or surroundings
- Clearly identify activities that are harmful, inappropriate, or illegal
- Offer alternatives to actions that may present less risk
- Provide for proper instruction, preparation, or training for activity participants
- **Do not sign off on paperwork for events in which you were not present for the planning**
- ***Ensure that all activity participants have completed a Field Trip and Liability Waiver***

Important Documents

All club forms can be found on the Cabrillo College ICC Website under forms/documents tab.

- Club Charter Checklist
- Advisor Agreement
- Sustainability Policy
- Meeting Agenda/Minutes-template
- Request for Funding
- Purchase Order Terms (Financial)
- Purchase Order Requisition (Financial)
- Check Request Form (Financial)
- Receipts Not Available (Financial)
- Driver-Van Rental (Resources)
- Field Trip Form (Resources)
- Field Trip and Liability Waiver (Resources)
- Vendor Information & W9 Form (Financial)
- Employee Reimbursement Form (Financial)
- Event Request (Google form)
- Equipment Request (Google form)
- Charter Application (Google form)