



## STUDENT ACTIVITIES FORM EXECUTIVE BOARD ROSTER

Student Center, Room 519 | [activities@tc3.edu](mailto:activities@tc3.edu) | 607-844-8222, ext. 4442

All registered clubs must file a complete list of students serving in Officer Roles each semester.

**Academic Year** \_\_\_\_\_ **Semester** \_\_\_\_\_

Name of Club \_\_\_\_\_

Meeting Day \_\_\_\_\_ Time \_\_\_\_\_ Location \_\_\_\_\_

Advisor Name \_\_\_\_\_

Students who act as club officers should be aware that their academic progress and judicial standing will be monitored to verify their eligibility to serve in a leadership role.

**PRESIDENT (required position, student in this role must be taking a minimum of 6 credits on the Dryden campus, have matriculated status, and have paid the student activity fee)**

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_ TC3 E-Mail Address \_\_\_\_\_@mymail.tc3.edu

Signature \_\_\_\_\_

**TREASURER (required position, student in this role must be taking a minimum of 6 credits on the Dryden campus, have matriculated status, and have paid the student activity fee)**

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_ TC3 E-Mail Address \_\_\_\_\_@mymail.tc3.edu

Signature \_\_\_\_\_

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**OTHER OFFICER/LEADERSHIP ROLE: TITLE** \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_ TC3 E-Mail Address \_\_\_\_\_@mymail.tc3.edu

**OTHER OFFICER/LEADERSHIP ROLE: TITLE** \_\_\_\_\_

Name \_\_\_\_\_

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Name \_\_\_\_\_

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**OTHER OFFICER/LEADERSHIP ROLE: TITLE** \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_ TC3 E-Mail Address \_\_\_\_\_@mymail.tc3.edu

**Please attach additional officer names if needed.**



## STUDENT ACTIVITIES FORM ADVISOR AGREEMENT

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**Purpose:** Thank you for agreeing to serve as an advisor to a TC3 Student Club. Please read through the following statements and sign this form to ensure that you have an understanding of your responsibilities and expectations. Please also use this form as an opportunity to discuss expectations from the student officers in the club.

**Club/Organization Name:** \_\_\_\_\_

**Advisor Name:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_

*(used for emergencies only, not published)*

**TC3 Email:** \_\_\_\_\_@tc3.edu

**Office Phone:** \_\_\_\_\_

PLEASE READ THIS DOCUMENT CAREFULLY BEFORE SIGNING. IF THERE ARE ANY QUESTIONS CONCERNING THIS DOCUMENT, CONTACT THE OFFICE OF STUDENT ACTIVITIES IN THE STUDENT CENTER.

### **BASIC RESPONSIBILITY OF AN ADVISOR**

All recognized clubs must have an advisor who is a faculty or staff member of Tompkins Cortland Community College or an employee of the Faculty Student Association. The advisor serves at the request of the student club except in limited special circumstances where the advisor is appointed by the institution.

The advisor plays an extremely critical role in helping a club achieve success. As a two year institution, student leaders are fairly transitory. The advisor provides history and continuity so that transitions in leadership can be eased. The advisor should be thoroughly familiar with all TC3 and FSA policies and practices in relation to club operations. He or she should make sure that student leaders have appropriate information so that they will abide by all policies and procedures.

As an advisor, you will assume a number of roles. What is important to remember, is that you are an advisor, not a leader. You should provide guidance, insight and perspective but not be doing the actual work at hand or making all of the group's decisions. Club members are accountable for the decisions of the group and the success and failure of programs, events, and initiatives. There are many different approaches to advising and you will develop a style that is most comfortable for you and the students you work with.

### **ADVISOR EXPECTATIONS:**

1. To serve as a role model and mentor to the organization and its individual members.
2. To ensure compliance with Student Activities, College and FSA policies and procedures; also ensure that the student leaders of the organization are informed of these policies.
3. To ensure that all necessary paperwork for the organization is submitted in a timely manner; to sign and review all club paperwork; and to remain involved in the planning process for club programs and events.
4. To attend meetings, chaperone events, and participate in club activities as required and requested. To assist in finding a suitable replacement if I cannot attend a club function or trip where an advisor is required.
5. To maintain timely communication with Club Officers, Club members, and staff in the Student Activities office. To regularly check my TC3 email and disseminate information as required and requested.
6. To assist clubs with transitions, succession planning, and record keeping; to provide a basic level of continuity for the club.

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**CLUB & CLUB OFFICER EXPECTATIONS:**

1. To communicate with the advisor on a regular basis and keep the advisor informed of the overall activities of the club.
2. To inform the advisor well in advance of any planned activities or travel where the advisor's presence is required.
3. To provide paperwork for review and signature that is within all the stated deadlines for submission.
4. To consult with the advisor prior to making changes in the structure or policies of the organization and before major projects are undertaken.
5. To remember that the responsibility for the success or failure of a group project rests ultimately with the group, not the advisor.
6. To seek assistance from the Student Activities Office if conflict between the group and advisor cannot be resolved.

**WHOSE ROLE IS IT? Please discuss the topics below to understand what role the Advisor will play in the club.**

Attending meetings	ADV	STU	BOTH
Making the decision to cancel an event	ADV	STU	BOTH
Setting club goals	ADV	STU	BOTH
Regulate Voting	ADV	STU	BOTH
Mediating conflict	ADV	STU	BOTH

**By signing below, we agree to all the above terms and conditions.**

\_\_\_\_\_  
CLUB ADVISOR (Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
CLUB PRESIDENT (Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Print Name)