



CLASSIFIED CLUB ADVISOR REQUEST

Name: _____ Employee ID #: _____

College: _____ Department: _____

Academic Year: _____

Name of Club: _____

Club Meeting Dates and Times: _____

Other Planned Club Events: _____

Acknowledgement

- I acknowledge that classified employees may serve on a maximum of two college, district office, or district-wide committees (including their taskforces or subcommittees) or one committee and serve as one club advisor, and may serve on other committees with the approval of their immediate supervisor.
- I will be released from my regular assignment to act as club advisor for no more than four hours per month.
- I acknowledge that my supervisor must approve my voluntary assignment as club advisor based upon a satisfactory evaluation.
- I acknowledge that I will abide by the terms and conditions of the Club Advisor Agreement, the college Club Handbook, as well as all District rules, policies, and procedures while acting as Club Advisor.
- I acknowledge that being a Club Advisor is a significant responsibility that supports student development, and as such, I am expected to model collegial, respectful and professional behavior in all of my interactions with students. Further, I will provide guidance and advice, in my role as Club Advisor, that is consistent with the terms and conditions of the Club Advisor Agreement, the college Club Handbook, as well as District rules, policies, and procedures.
- I acknowledge that if I fail to adhere to the terms of the Club Advisor Agreement, the college Club Handbook, and/or District rules, policies, and procedures that I may be subject to disciplinary action as a classified employee under the terms of the current collective bargaining agreement.



Employee Signature

Date

Supervisor Signature

Date

Director of Student Life Signature

Date

Vice President, Student Support Services Signature

Date

THIS EMPLOYEE HAS BEEN TRAINED AND IS APPROVED TO SERVE AS A CLUB ADVISOR
VOLUNTARY ACTIVITY PARTICIPATION FORM MUST BE ATTACHED TO THIS REQUEST



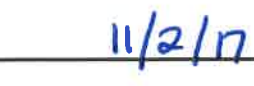
CFCE PRESIDENT



DATE



VICE CHANCELLOR, HR



DATE



David Grant
President, Board of Trustees