

Club Adviser Interest Form

Name:	Department:	Extension:	E-mail:

I would be interested in advising the following type of club (please check off all that apply):

Type:	Specific Interest:	Type:	Specific Interest
Drama		Environmental	
Dance		Literature/Publication	
Cultural		Music	
Art		Political	
Community Service		Religious	
Academic		Sport	

The Club Adviser

- Should be present at the regularly scheduled meetings.
- Is responsible for chaperoning all club events. If the adviser is not able to chaperone an event, it is his/her responsibility to work with the members of the organization to find a substitute.
- Is responsible for approving any publicity, this includes posters, fliers, T-shirts, etc. When ordering from an outside vendor, both the adviser and a dean must sign the PEA Purchase Requisition Form and initial the artwork.
- Is responsible for working with club leaders to manage their budget.
- Is responsible for collecting money and depositing of funds.
- Is responsible for approving all student-issued publications that either use the property or the facilities of the Academy or indicate that they have any connection with the Academy.
- Is responsible for coordinating transportation through Mrs. Trueman for an off-campus club event.
- Is responsible for notifying the Dean of Students Office when club activities take students off campus. If students will be late for check-in or will be missing a class, the adviser needs to petition the discipline committee.
- Is responsible for ordering food for club events.

- Is responsible for making sure there is a set-up and clean-up crew for all sponsored events.

***If you have any questions, please give Joanne Lembo a call at extension 3210.
Please return to Joanne Lembo in the Office of Student Activities***