

Request for Club/Organization Advisor

The (Club Applicant)_____respectfully requests that
_____and_____be the designated advisor(s) for this
club.

Club Advisor Role:

- An advisor serves as a guide and advocate for the club members.
- An advisor helps the club to achieve the purpose for which it was organized.
- An advisor understands college policies affecting such groups and advises the club of these policies as necessary.

Club Advisor Responsibilities: (Advisors, please initial next to each statement below)

- _____ Attendance at all official club meetings;*
- _____ Attendance at on-campus and off-campus club-sponsored activities and events;**
- _____ Signing all facility and business office forms;
- _____ Submitting all receipts for purchases made from an Advance and returning any unused cash to the Business Office;
- _____ If driving the college van, following all applicable traffic laws and keeping the safety of club members as the highest priority;
- _____ Informing club members of their responsibility to abide by the Student Code of Conduct. ***

Advisors should consult with the Coordinator of Student Life regarding any questions, concerns, or problems regarding club activities or events.

* Only one advisor is necessary for a club meeting.

** Only one advisor is necessary for a club activity or event. If an advisor is unable to attend a club-sponsored event, a designee who is a college faculty or staff member may attend in lieu of the advisor.

*** Failure to comply with the Student Code of Conduct may be grounds for referring the student to the Vice President of Student Services.

I have agreed to be the Advisor of the_____.
I understand the responsibilities of being an Advisor as described above.

Advisor 1 Name: _____

Signature: _____ Date: _____

E-mail: _____ Phone: _____

Advisor 2 Name: _____

Signature: _____ Date: _____

E-mail: _____ Phone: _____

Napa Valley College Students who are current members of
_____ Club/Organization.
CORE SEVEN: Seven members that regularly attend all club meetings (including
president, treasurer, and ICC representative).

1. Name: _____ Phone #: _____

E-mail Address: _____ Student ID*: _____

2. Name: _____ Phone #: _____

E-mail Address: _____ Student ID*: _____

3. Name: _____ Phone #: _____

E-mail Address: _____ Student ID*: _____

4. Name: _____ Phone #: _____

E-mail Address: _____ Student ID*: _____

5. Name: _____ Phone #: _____

E-mail Address: _____ Student ID*: _____

6. Name: _____ Phone #: _____

E-mail Address: _____ Student ID*: _____

7. Name: _____ Phone #: _____

E-mail Address: _____ Student ID*: _____

***You are encouraged to provide additional members below; this will speed up the application process in the event that some of your cores 7 are not valid students and/or provided wrong information.**

8. Name: _____ Phone #: _____

E-mail Address: _____ Student ID*: _____

9. Name: _____ Phone #: _____

E-mail Address: _____ Student ID*: _____

10. Name: _____ Phone #: _____

E-mail Address: _____ Student ID*: _____

11. Name: _____ Phone #: _____

E-mail Address: _____ Student ID*: _____

12. Name: _____ Phone #: _____

E-mail Address: _____ Student ID*: _____

Agreement of Responsibility for Financial Accounts and Facilities Use

DATE _____

(Name of Club/Organization) _____

We, the undersigned, do hereby understand that Napa Valley College approved clubs are only allowed to have Club Trust / Savings accounts through the college. We understand that when we raise money on or off-campus, that we must deposit our money into our NVC Trust Account. We also understand that when processing business or facilities paperwork, the forms must be turned into the Student Life/ASNVC Office at least 14 days in advance for business and facilities paperwork. We understand that when requesting an advance that all unused money and original receipts must be turned into the business office in a timely manner.

We further understand that we will be held fully and personally responsible for any costs or damages incurred by the organization, in any of the club's activities, authorized by our signatures.

PRINT NAME: _____ SIGNATURE _____

(Club President)

Phone _____

PRINT NAME: _____ SIGNATURE _____

(Club Treasurer)

Phone _____

(Additional names may be written on the back of this form if more than two people are designated by consent of the organization).

FACULTY and STAFF ADVISORS:

I acknowledge my intention to serve as advisor for the above stated club or organization. I have reviewed the meeting times of the club and am able to attend. I promise to do my best in advising the students of this organization in following the Napa Valley College Business and Facilities policies. I also understand that I can access the NVC Club Policy Manual & Inter-Club Council Constitution at www.napavalley.edu/asnvc and the Student Life/ASNVC Office.

ADVISOR 1 _____ SIGNATURE: _____

PHONE: _____ E-MAIL: _____

ADVISOR 2 _____ SIGNATURE: _____

PHONE: _____ E-MAIL: _____

This club or organization is approved as a charter club and may request or withdraw funds from a NVC Club Trust Account and use Napa Valley College Facilities.

Manager of Student Life: _____ **Date:** _____

Vice President of Student Affairs: _____ **Date:** _____

Note: Setting up a Trust Account is important for new clubs. A Trust account is **REQUIRED** to fund-raise, pay for club supplies and activities, and receive seed money

New Club/Organization or Change in Advisor

**Napa Valley Community College District
Application for a Trust/Club Account**

N/A

** Only new club/organization or change in advisor need to complete this form.*

Trust Club/Account Number : 79 - **Date:** _____
(To be assigned by the Business Office)

Trust Club/Account Name : _____

BC Manager/Advisor : _____

1. Name of individual, organization or club in whose account the funds are held by the District in a trustee capacity. If none, please indicate "not applicable".

2. Source of income:

3. Purpose for which funds are expended:

Requested by: _____

BC Manager/Advisor

Approved by: _____

Vice President of Student Affairs