



Advisor Acceptance Form

You have been identified by students as a faculty/staff person at Vance-Granville Community College who may be willing to be the advisor to a club. Prior to agreeing to this responsibility, it is important that you understand and acknowledge the commitment involved. You are required to read and understand this handbook if you become an Advisor. Please read the following general rules.

- Every VGCC student club/organization must have an advisor.
- Advisors are invited to establish their own style of advising, but are expected to serve as a mentor to their students and foster student leadership.
- Advisors should attend their club's meetings, but students should run the meetings.
- Advisors are responsible for ensuring that all of the College's policies and procedures (as outlined in the Student Handbook and the Club Handbook) are followed by their club/organization.
- Advisors should interact with the Office of Student Activities & Athletics staff regularly to ensure solid communication that will, in turn, help the club be successful.
- Advisors must encourage members of the club to be responsible by submitting all paperwork, keeping accurate records of their meetings, monitoring their budget and working loosely with the Office of Student Activities & Athletics.
- Advisors are aware of and insure that the club abides by all of the state laws regarding hazing as well as all other applicable federal and state laws.
- VGCC clubs are required to perform a community service activity each academic year. These events should be planned early as part of the budget process for the following academic year. The college encourages clubs to seek sweat equity opportunities in the community. Approved fundraising events may also meet this requirement.

I have read and understand the responsibilities of an Advisor according to the Guide to Student Leaders & Club Advisors (this document). I hereby agree to become the Advisor for the club/organization named below:

Name of Club

Advisor's Signature: _____ Date: _____

Thank you for your support of our student leaders!