

**PENSACOLA STATE COLLEGE
STUDENT ORGANIZATION
INFORMATION AND RE-CHARTER FORM**

Every student organization must complete this form and submit it to Student Leadership & Activities to be eligible for funding and other student activity privileges.

Year: 2015/2016

Name of the Student Organization/Club: _____

Campus: _____ Club Email: _____

Social Media Accounts _____
(Please list all accounts & webpages)

Agency Fund Account Number (Assigned by Comptroller's Office) 6-51030-00-_____

Advisor _____ Department _____ Phone _____

Advisor _____ Department _____ Phone _____

Purpose of the Organization (2 sentences only: this information will be published on the Student Activities webpage): _____

Meeting Time(s) _____ Meeting Location (s) _____

Student Club/Organization Officer Responsibilities & Roster

Please provide a list of all current Officers on the attached roster, preferably typed. Include the following information: NAME, ID NUMBER, and SIGNATURE.

Organization Responsibility

In regards to the role of a college in encouraging its students to assume responsibility for their social actions as members of an adult society, Pensacola State College will not assume legal responsibility for any non-college sanctioned events of student Clubs/Organizations.

IT IS EXPECTED THAT THE OFFICERS OF THE SPONSORING CLUB/ORGANIZATION WILL ASSUME RESPONSIBILITY FOR THEIR GROUP'S ADHERENCE TO ALL COLLEGE POLICIES AND CITY, STATE AND FEDERAL LAWS.

As an officer of, _____ I have read and understand the above statement of Club/Organization responsibility. I agree to comply with all written policies and procedures in the Pensacola State College Student Handbook. Also, I understand I must:

1. Be degree or certificate seeking.
2. Be enrolled in and maintain at least six (6) credit hours each term at the campus where serving as an officer.
3. Have a minimum 2.5 GPA per term or better at the time of election and maintain it during my term of office.
4. Agree to abide by the rules set forth in the club constitution, to be acknowledged in the oath of office.

PLEASE PRINT:

_____ President	_____ ID #	_____ Signature	_____ Date
_____ Vice President	_____ ID #	_____ Signature	_____ Date
_____ Secretary	_____ ID #	_____ Signature	_____ Date
_____ Treasurer	_____ ID #	_____ Signature	_____ Date
_____ Other Officer Position	_____ ID #	_____ Signature	_____ Date
_____ Other Officer Position	_____ ID #	_____ Signature	_____ Date

Student Club/Organization Advisor Roles and Responsibility Agreement

The relationship of the advisor to the group will vary, not only from club to club, but from time to time within a specific group. The role of the advisor can be divided into three components: (1) group responsibility; (2) membership responsibility; and (3) college responsibility.

I. Group Responsibility:

- The advisor should assist the group in setting realistic goals and objectives each academic year.
- The advisor should help the club/organization justify its expenditures of the members' time, abilities, energy, and dues.
- The advisor must be well informed about all of the plans and activities of the group.
- The advisor is responsible for providing continuity within the group, and must be familiar with the group's history including major changes to its program.
- The advisor must be aware of college policies and should insure compliance with the policies from the group.

II. Membership Responsibility

- The advisor should seek to assist its members in maintaining a balance between the academic and co-curricular aspects of student life.
- The advisor should foster a spirit of inclusion in all group activities.
- The advisor should encourage members to accept responsibility for specific parts of programs and help them recognize the importance of their roles in relationship to the group.

III. Responsibility to the College

- The advisor must work with students to help them plan programs that are beneficial to the students and consistent with the educational objectives of the college.
- The specific responsibilities the advisor has to the college are as follows:
 1. The advisor should attend the club/organization's meetings. When the Club/Organization meets on campus facilities, the advisor should be present and accountable.
 2. The advisor must monitor the procedure followed by the Club/Organization in handling its funds and insure that all Pensacola State fiscal policies are followed.
 3. The advisor must know and understand all Pensacola State policies that relate to event and fiscal management of clubs and organizations at Pensacola State.

The general functions of an advisor will include but are not limited to:

- Express sincere enthusiasm and interest in the group and all its activities.
- Be open to criticism from the group. Work with them to re-evaluate your role. Be willing to be wrong.
- At times, it is wise to allow the group to be on its own. You can demonstrate your trust in them by stepping back for a short time, however, do not pull back too far because they may feel that you have lost interest and if you never step back in, then you may be hurting yourself as well as the group.
- Act as a positive critic to the group. Give them feedback on how they are doing.
- Sometimes make suggestions through group members than directly to the group.
- Be aware of any and all procedures and regulations affecting the group. Assist them in adhering to them.
- Encourage the group to keep records and evaluations in files. Procedures for passing this information on should be developed.
- Try to encourage the assignments of tasks to all members. If a member merely comes to meetings and listens, he/she will quickly lose interest.

- Use the tools you have to assist the group. This includes discussion methods, goal setting, role negotiating, small sub-groups, group representatives, role playing, etc.

The roles of an advisor will include, but are not limited to:

- A. Meet regularly with the club/organization's president
- B. Attend club/organizational meetings
- C. Attend club/organizational programs
- D. Attend advisor training and informational sessions
- E. Assist with the finances of the organization
- F. Promote club/organization to others within the college community
- G. Assist with elections and membership selection
- H. Remain informed, unbiased and accessible
- I. Provide a historical perspective of the club/organization to new members
- J. Serve as liaison between club/organization and rest of the community
- K. Offer academic support

The role of the club/organization advisor is an important function of a Club/Organization's success at Pensacola State. Being an advisor requires a time commitment on the part of the faculty or staff member. It is important that the advisor communicate with their students and provide important information about programs to the Student Leadership & Activities Coordinator.

I have read the above statements and I understand the commitment it takes to serve as a Club/Organization Advisor at Pensacola State College.

Advisor Signature: _____ Title: _____

Campus Bldg. & Room: _____ Phone: _____

As the club/organization advisor's dean or supervisor, I have read and understand the importance of the Club/Organization advisor, and I am supportive of the faculty/staff member's commitment to this position.

Dean/Supervisor: _____ Date: _____