

Official Club Name: _____

The club sport faculty/staff advisor must be employed by Earlham College on a full-time basis. The Director of Club Sports must approve each club's chosen advisor. The club sport must have a faculty/staff advisor by the first scheduled club event. This individual will assume advisory responsibilities as per the guidelines and regulations set forth in the Club Sports Convener Handbook.

Faculty/Staff Advisor Information

Name: _____

Department: _____

Title: _____

Phone: _____

Email Address: _____

Responsibilities:

1. Be informed of the purpose and program of the club sport.
2. Be aware of the policies and procedures for the club sport contained in the Club Sports Convener Handbook.
3. Encourage organization's members to assume responsibilities and meet their obligations to the club sport.
4. Advise the club sport with regard to fundraisers, budget, etc.
5. Assist in organizing the club at the beginning of the fall semester, thus lending some consistency to the on-going program.
6. Assist and be informed of appropriate forms for club travel, events, etc.
7. Assist Club Officers with arranging the schedule of events for the club sport.

Club Sport Advisor Signature

Date