Advisor
“Snap Shot”

Brought to you by the Center for Student Leadership & Involvement
Advisors

- This is a volunteer position.
- Student clubs and organizations are for students. Advisors are there to advise and guide student ideas and initiatives.
- Advisors must be present at all events and meetings.
- You are the main point of contact for club members and the Center for Student Leadership & Involvement.
- You need to make sure club constitutions are up to date and adhered to.
- You are expected to manage your club budget.
- Advisors must complete an End of Year Report. (See Forms Slide)
Club Meetings

- Meetings should be planned on days that best fit the group.
- Meetings don’t have to be during the Activity Period.
- Meeting minutes must be turned in to the Center for Student Leadership & Involvement (RMCC 220) after all meetings.
- A Campus Use Request Form should be completed at least two weeks in advance to reserve a room (See Forms Slide).
Club Events

Advisor/s must be present at all events.

A Campus Use Request Form must be submitted at least 2 weeks in advance to reserve a space and equipment.

See Fundraiser Slide if money is to be collected at an event.

Be aware of our Guidelines for Groups Planning Late Night or Large Group Events

Please plan accordingly. A lack of planning on your part is not our emergency.
There is a posting policy. The Center for Student Leadership & Involvement Staff must approve and post all flyers. (Clubs must provide 12 flyers.)

The Center for Student Leadership & Involvement utilizes various mediums for advertising; such as: Weekly Bulletin (e-mail), bulletin boards, TP Express, sandwich boards, social media, etc.

Please plan accordingly. A lack of planning on your part is not our emergency.
Each club has a budget and a custodial account.

All clubs that were active last year will have $500 to start but may submit a proposal to Student Government for additional funding. Proposals should be submitted at least 3 weeks in advance. Student Government meets on the 2nd & 4th Wednesday of the month (while classes are in session).

The FSA fiscal year is from July 1st - June 30th.

- Club budgets do not roll over from year to year.
- Custodial accounts do roll over from year to year.

Any monies raised need to be deposited into the club account.

Any items bought with FSA funds are property of FSA.

Funds in your custodial account can be used to purchase items such as club t-shirts or to supplement your club budget.
Fundraisers

A Fund Raising Form must be filled out. (See Forms Slide)

All approvals must be in place before the fundraising activity takes place.

If the fundraising activity requires campus facilities please refer to the Club Events slide.

If a cash box is needed it must be requested with the FSA Staff Accountant at least one week in advance.

All monies collected during a fundraising event must be deposited into the club’s account.
  - Funds collected are not to be used before they are deposited.
An Off Campus Travel Request needs to be completed at least two weeks in advance. If the trip is out of state you will want to submit the forms at least a month ahead of time. (See Forms Slide)

Club budgets can be used to cover trip expenses. Trip participants can be asked to cover some of the trip’s expenses.

If there is an over night trip it is recommended that four people of the same gender share a room. Advisors should not share a room with students.

Please plan accordingly. A lack of planning on your part is not our emergency.
# Purchase Order

**HERKIMER COUNTY COMMUNITY COLLEGE**

FACULTY - STUDENT ASSOCIATION
Reservoir Road
Herkimer, New York 13350
(315) 866-8154

<table>
<thead>
<tr>
<th>Vendor or Supplier of Services</th>
<th>Date Ordered</th>
<th>Date Required</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>Item 1</td>
<td>100</td>
</tr>
<tr>
<td>5</td>
<td>Item 2</td>
<td>50</td>
</tr>
</tbody>
</table>

**NOT SUBJECT TO N.Y. SALES TAX EXEMPT NO. 108171**

This is your prior authorization to place an order with a vendor or Supplier of services. Be sure to use this form when purchasing or placing order.

- **Club or Organization**
- **Student Treasurer Sig.**
- **Faculty Advisor Sig.**
- **SA. Pres. - V Pres. - Treas. - Other Sig.**

**Check #**

**Acct. #**

**VENDOR OR SUPPLIER OF SERVICES**
Purchase Order Cont’d.

A- This is the P.O # - It is important to keep this information for your records

B- List the name or company you need to pay (I.E a performer, bus company, credit card, etc.) including addresses

C- Today’s date

D- List the date the person or company needs to be paid by
   *Note: Check requests must be submitted by Wednesday at noon. Checks are cut on Thursdays

E- An account number goes here, if known

F- Description of purchase or reason for the P.O.

G- List the cost per item for all items listed on the P.O.

H- Total of all items listed on the P.O.

I- List name of your club/organization

J- Student Officer signature

Please note: You will need to provide a W-9 form when providing payment to a performer or company. The performer and/or company should provide you with this.

K- Club/organization Advisor signature (A P.O. will NOT be processed without this signature.)
Forms

- Campus Use Request form can be found in MyHerkimer (Quick Links > Room Request’)
- The Fundraising Form can be found in MyHerkimer
- The End of Year Report Form will be sent to you via email.
- The FSA Travel Form can be found in MyHerkimer (Documents and Forms > ‘Budget / Travel’)
- The Field Trip Athletic Contest Notification Form can be found in MyHerkimer (Documents and Forms > ‘Academics’)
- Purchase Orders are located in Center for Student Leadership & Involvement (CC220)
- The Meeting Minutes Template is located in the Center for Student Leadership & Involvement (CC220) or on the website.
- A Tax Exempt Form can be obtained from the Center for Student Leadership & Involvement (CC220).
What We Can Do for You!

- Assist with advertising
- Provide workshops and training for your clubs
- Conflict resolution
- Programming/event ideas
- Answer questions
- And more!