



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.

Advertising Your Events



- ❧ 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.

Club Budget



- ❧ 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.



Trips/Travel



- ❧ 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

Reorder From NEBS CUSTOM™ printing service 1-800-888-6327 NEBS, Inc. Groton, MA 01471 www.nebs.com

Ref. No: G 104601337



HERKIMER COUNTY
COMMUNITY COLLEGE

A 27619

FACULTY - STUDENT ASSOCIATION

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

Vendor or Supplier:
of Services

Date Ordered

Date Required

Quantity	Description	Total
- NOT SUBJECT TO N.Y. SALES TAX EXEMPT NO. 108171 -		TOTAL INVOICES

E →

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.

Check # _____

Acct. # _____

I → Club or Organization _____ Date _____

Student Treasurer Sig. _____ Date _____

Faculty Advisor Sig. _____ Date _____

FSA: Pres. - V Pres. - Treas. - Other Sig. _____ Date _____

_____ Date _____

J →

VENDOR OR SUPPLIER OF SERVICES

K →

F →

A →

C →

D →

G →

H →

B →

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

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

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!