

Advisor Name: \_\_\_\_\_ Club Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone (W): \_\_\_\_\_

Department working for: \_\_\_\_\_

Date Service Begins: \_\_\_\_\_ Date Service Ends: \_\_\_\_\_

The faculty/staff advisor plays an important role in the organizational structure of the sport club program. They

- serve as a point of reference and guidance for the club
- provide club history
- act as liaison between the club officers, membership, and coaches

Their involvement may encompass a number of areas, including,

- advising the club with regard to budget, fundraising, and identification of sponsors
- facility, competition and special-event scheduling
- recommending equipment purchases
- encouraging organization members to assume responsibilities and to meet their academic and club obligations

Advisor services will be provided at the discretion of the club members for a period of one year (fall through May semester). At the close of the year/season, the club will review the advisor's performance and interaction with the club. A vote to retain the advisor for the next succeeding year should occur during spring semester prior to the beginning of the new school year. Each advisor is subject to the approval of the sport club program and the program reserves the right to terminate the agreement. This agreement shall be in effect as long as both the club and advisor continue to receive mutual benefit from the terms and conditions as follows:

1. Advisor will attend an advisor's information session held either fall or spring semester, completes this application, and provides input for the club activity plan form.
2. Provide signatures on requests for registration, facilities, budget, travel, and other forms that may need to be submitted.
3. Attend club meetings, practices, and competitions when convenient.
4. Assist in orienting new officers and developing the leadership skills of all members.
5. When applicable, the advisors may also provide input into the recruitment, selection, hiring, evaluation, and termination process of any coach, as well as monitoring their effectiveness with the club.
6. Advisor agrees to operate as a good faith ambassador for the sport club program at The Ohio State University and when applicable, agrees to cooperate, and share information with similar sport clubs.
7. Advisor agrees to abide by all policies of the sport club program within the Department of Recreational Sports. Any failure to comply may be grounds for revocation of status with the club.
8. If travel is part of the agreement, it should be noted on the bottom of this form. Specifically, this contract should state whether there is any kind of payment and/or reimbursement of funds with regards to hotel, transportation, and food expenses.
9. The agreement to advise becomes effective when signed by the club's president, treasurer, the advisor, and a program staff member of the sport club program.

Advisor signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name printed: \_\_\_\_\_

Club president signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name printed: \_\_\_\_\_

**Office Use Only**

Employee Receiving Form: \_\_\_\_\_ Date Received: \_\_\_\_\_

Checked off on ACS database:  Yes  No

