

Lake Superior College  
Student Club and Organization  
ADVISORS GUIDE



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## Student Life Contacts

Wade Gordon, Dean of Students

[Wade.gordon@lsc.edu](mailto:Wade.gordon@lsc.edu)

733-7656

Heather Grillo, Student Activities Coordinator

[Heather.grillo@lsc.edu](mailto:Heather.grillo@lsc.edu)

733-5993

Shannon Fries, Assistant to Student Life

[Shannon.fries@lsc.edu](mailto:Shannon.fries@lsc.edu)

733-7621

Student Senate

[senate@lsc.edu](mailto:senate@lsc.edu)

733-7659

## Thank You!

Thank you for serving as an advisor for a club or organization at Lake Superior College. Studies show that college students who get involved in clubs and activities are more likely to graduate and get better grades than students who do not participate. Your time and effort help LSC retain students and improves their academic experience.

## Student Club and Organization Handbook

This guide complements the Student Organization Handbook issued to student leaders. Please refer to the handbook, which contains club guidelines, policies, procedures and responsibilities of members.

## Advisor Overview

### Who can be a club advisor?

Faculty members are able to serve as a club advisor with the approval of administration. It is the students' responsibility to request as an appropriate advisor for the club. A club can choose to have two advisors.

### The role of a club advisor:

- Maintain frequent contact and meet regularly with club leadership.
- Encourage members to complete the Student Organization Registration Form and Club Constitution/Bylaws and return them to Student Life at the start of each school year.
- Serve as a point of reference and guide for the club.
- Review and approve all club expenditures ensuring financial policies and guidelines are followed.
- Assist club in planning events and initiatives.
- Supervise club events and fundraising activities.
- Travel with the club for off-campus trips or assist in finding an appropriate proxy advisor.
- Attend club meetings when available.
- Assist in educating club leadership about policies and procedures.
- Assist with officer elections and the training of new club executive board members.
- Maintain open lines of communication with the Student Activities Coordinator.
- Promote the clubs volunteer fundraising efforts on campus and in the community.

## Club Advisor Stipend

It is expected that club advisors are fulfilling all duties as outlined above. Faculty members serving as a club advisor may receive a \$600 stipend per year or \$300 per active semester. To receive the stipend, advisors must be listed and their signature must be on the Student Organization Registration Form. All forms must be updated by clubs and returned to Student Life each fall semester. If a club has two advisors, the stipend can be split evenly.

### Changing a Club Advisor

Any change in advising should be communicated to Student Life.

## Campus Security Authority

In compliance with the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act (Clery Act), all club advisors have been designated as a Campus Security Authority (CSA). When a student has been the victim of a crime, they are likely to report it to someone other than the police. The role of a club advisor is one that has significant responsibility for student and campus activities and because of this, someone may tell you about a crime. As a CSA, it is your responsibility to ensure that an incident of a crime is reported to Campus Safety and Security. As a CSA, you are required to participate in an annual training to fully inform you of your role and responsibilities as a CSA.

## Required Reporter

As a designated Campus Security Authority (CSA) all club advisors are required to report incidents of sexual violence to the Title IX Coordinator in order to initiate any applicable investigative or resolution procedures consistent with Minnesota State Board Procedures 1B.3.1 Response to Sexual Violence. As a Required Reporter, you will be provided additional training to fully inform you of your role and responsibilities as well as information on resources and support available to individuals who may report an incident of sexual violence.

## Club Finances and Purchasing

Each club has its own cost center or club account in the business office. Student Life will print your club a copy of the cost center report. Club funds in the cost center carry over each year.

To purchase items for your club, contact the Student Life Assistant. Student Life creates the purchase orders and buys all club items. Club presidents and advisors must fill out the LSC Special Expense Form located on the Student Life Clubs webpage and return it to the Student Life Assistant before a purchase order can be made.

Club members are limited to one \$30 apparel item or other items per member/per school year. All apparel items must be purchased through the LSC bookstore if using club funds. To order apparel, presidents and advisors must complete the LSC Special Expense Form located on the Student Life Clubs webpage.

Clubs can use their funds to purchase food for meetings or events. Please communicate with the LSC Café first to see if they would like to manage your order. If they do, please complete the LSC Special Expense Form and the LSC Café Order form located on the LSC website. If you must use an outside vendor, please see the Student Life Assistant for help in creating your purchase order and ordering your food.

*LSC does not reimburse for purchases made without a purchase order.*

## Travel

Travel packets must be completed and returned to Student Life 45 days prior to departure. Travel packets are located on the Student Life Club webpage. Please contact the Student Life Assistant for help making travel arrangements.

For more details regarding purchasing items and travel, please consult the Student Club and Organization Handbook.