



## ADVISOR EXPECTATION AND RESPONSIBILITIES

As a member of the DCTC faculty or staff, and as a club or organization advisor, I agree to:

- Represent DCTC and the State of Minnesota in my dealings with this club or organization.
- Act as a source of general information regarding DCTC policies and procedures.
- Assist with new officer orientation.
- Attend all meetings and be available for consultation with student officers.
- Provide opportunity and guidance for club members to gain experience in leadership and interpersonal relationships.
- Be aware of the club's history and purpose in order to provide long-term continuity within the group.
- Assist in determining realistic goals and evaluation of the progress toward those goals.
- Keep informed of club plans and activities, and attend all events.
- Encourage members of your club to be acting members on Student Senate

Club Advisor Signature \_\_\_\_\_

## CLUB EXPECTATIONS AND RESPONSIBILITIES

As club president, I agree to:

- Adhere to all policies of DCTC and the State of Minnesota in club events and activities.
- Maintain frequent contact and an open relationship with the advisor, to apprise him/her of regular happenings and potential issues.
- Arrange meetings in consideration of the advisor's schedule.
- Establish reasonable expectations and extend appropriate courtesies of the advisor, officers, club members and guests.
- Submit the appropriate charter/constitution to the Student Senate and the Director of Student Life.
- Submit funding requests in accordance with funding guidelines.
- Consult with the Director of Student Life in the event of a group conflict or unusual circumstances.
- If requested, submit a written report of club events to the Director of Student Life at the end of the academic year.

Club President Signature \_\_\_\_\_

Date \_\_\_\_\_

*Submit to the Director of Life for consideration of permanent club status*

## Responsibilities as a Representative of Dakota County Technical College

As a student representing Dakota County Technical College to the public, and because DCTC is supported by public funds, I am responsible for:

- Abiding by the laws of the State of Minnesota
- Abiding by the policies of Dakota County Technical College
- Conducting myself in a manner that is respectable and respectful at all times
- Adherence to college policy that forbids the possession, use or distribution of alcohol or any other illicit substance at any college event

**Director of Student Life**

Cam Stoltz

651-423-8462

**Assistant Director of Student Life**

Nicole Meulemans

651-423-8403



STEP I – STUDENT SECTION

Name of Proposed Club: \_\_\_\_\_ Date of Application: \_\_\_\_/\_\_\_\_/\_\_\_\_

Purpose: \_\_\_\_\_

Will this club require funding from the college? Yes No Undecided

If funding is required, please estimate amount: \$\_\_\_\_\_ and purpose: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Club Advisor (DCTC Faculty or Staff Member): \_\_\_\_\_

Phone: \_\_\_\_\_

Club Advisor has received the Club and Organization Guide and Advisor responsibilities and expectations: Yes No

Submitted by (DCTC Student): \_\_\_\_\_

Student/Tech ID: \_\_\_\_\_ Phone Number: \_\_\_\_\_

*Complete and submit to the Director of Student Life, and the Student Senate President*

STEP II – STUDENT SENATE SECTION:

Provisional Club Status is granted: Yes No Comment: \_\_\_\_\_

If Provisional Club Status is granted, date of expiration (@ six weeks): \_\_\_\_/\_\_\_\_/\_\_\_\_

Student Senate Signature: \_\_\_\_\_

Copies to: Student Named Above, Advisor Named Above, Student Senate President, Director of Student Life

**Director of Student Life**  
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