

ADVISOR RESPONSIBILITIES

All organization activities are the responsibilities of the faculty advisor and the officers of the group. The following is a description of these responsibilities:

1. Assumes responsibility for organization of all events.
2. Assumes responsibility for proper supervision of students involved in scheduled activities. Advisors must be present at all club meetings.
3. Submit requisitions for necessary supplies and equipment through the Activities Office.
4. Follow all financial guidelines for all P.O.s and submitting receipts.
5. See that records are kept of all activities, attendance at meetings, and awards to members.
6. Oversee the keeping of all necessary records (financial, fundraising, rosters, etc.)
7. Make arrangements with the Activities Office and the Deputy Principal's office for use of any school facilities.
8. Foster positive school and community relations by keeping parents and the media informed and becoming involved in community service.
9. Seek authorization for and supervise all fund-raising events and assume responsibility for proper handling and accounting of monies involved.
10. Schedule and oversee all meetings.
11. Organize and supervise any programs, dances, or other sponsored events (if applicable).
12. Promote student involvement in activities beneficial to the school.
13. Promote cooperation and communication among students, faculty, administration, and the community.
14. Promote and provide positive experiences necessary for student leadership training.