



## SPARTA HIGH SCHOOL CO-CURRICULAR CLUB VOLUNTEER ADVISOR RESPONSIBILITIES

Although there is not exact job description for the role of a club/activity advisor, educators fulfilling these roles provide support, guidance, and accountability to the members of a student-led club/activity. It is up to each club advisor and club member to determine the individual needs of the club to make relationships productive, successful and fulfilling, and that all experiences are positive for all individual in the club.

Because you serve in a voluntary capacity as a club advisor, it is up to you to determine the amount of time and energy you can devote to your club. However, there are a few responsibilities that an advisor should abide by once he/she is committed to a student-led club. A club advisor should:

- Explain to club members all SHS policies that affect co-curricular activities and ensure that all club members adhere to these policies.
- Complete and submit field trip/transportation/fundraising request forms to the co-curricular secretary.
- Handle the club's finances, including all collections of money from club dues, fundraisers, sales, etc. and turn in all moneys **before 2 p.m.** to the principal's secretary. Students should **NOT** handle money.
- Provide support, direction, feedback, and praise to all club members.
- Motivate the club members to achieve leadership, professionalism, personal growth, and school involvement.
- Work closely with club officers to create the club's goals for the school year and ensure that this plan is fulfilled.
- Ensure that the club's quarterly reports are submitted to the co-curricular secretary before the deadline dates.
- Ensure that club members follow established guidelines and dates for bulletin board displays.
- Update and report to the co-curricular secretary all club events/meetings for publication on the SHS co-curricular website.
- Attend all meetings and activities sponsored by the club.
- Help club members plan and execute fundraising activities, including submission of fundraising form. (See the co-curricular secretary for fundraising forms.)
- Approve proposals for club activities and seek administration's approval when necessary.
- Maintain an awareness throughout the school of the activities and programs sponsored by the club.
- Promote club membership throughout the school.