



Pine Technical &  
Community College

# Student Club Advisor Guide





HELLO 😊

Welcome to your role as a Student Club Advisor! Your guidance and support are important to the success and growth of our student clubs and organizations. By fostering leadership, encouraging creativity, and ensuring a collaborative environment, you play a pivotal role in shaping the experiences and achievements of our students. This Advisor Guide is designed to provide you with the resources, tips, and best practices to effectively mentor and inspire our club members. Thank you for your dedication and commitment to making our campus a vibrant and engaging community.

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Student Senate Advisor

# Table of Content



- Benefits of Club Advising
- Club Advisor Roles
- Club Advisor Do's
- Club Advisor Dont's
- Voting Senator and Alternates
- Budgeting

## For More Information

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# Benefits of Club Advising

Advising a student club offers numerous benefits that extend beyond the immediate rewards of mentoring. Below are a few benefits of advising a club:

**Personal Fulfillment:** Witnessing students grow, succeed, and develop leadership skills can be incredibly rewarding. Advisors often find personal satisfaction in contributing to students' personal and professional growth.

**Enhanced Campus Connection:** Serving as an advisor helps you build stronger connections within the campus community. You engage with students, faculty, and staff in new and meaningful ways, fostering a greater sense of belonging and collaboration.

**Positive Impact on Students:** Advisors play a crucial role in shaping students' experiences. Your mentorship can help students develop critical thinking, teamwork, and problem-solving skills, preparing them for future challenges.

**Contributing to Campus Life:** By supporting a student club, you directly contribute to the vibrancy and diversity of student life. Clubs often host events, activities, and initiatives that enrich the student experience and foster a dynamic campus culture.

**Learning from Students:** Students bring fresh perspectives and innovative ideas. As an advisor, you have the chance to learn from their enthusiasm and creativity, keeping you informed about new trends and interests.

**By embracing the role of a student club advisor, you not only enhance the student experience but also enjoy a range of professional and personal benefits that make a lasting impact on your career and the broader campus community.**

# Club Advisor Roles

## Mentor and Guide

Offer advice on club activities, goals, and strategies. Help students navigate challenges and make informed decisions. Ensure that the club remains welcoming and inclusive. Promote diversity and encourage participation from all students.

## Administrative Support

Ensure that the club adheres to college policies and procedures. Help students understand and comply with institutional regulations. Support the planning and execution of club events. Provide insights on logistics, risk management, and best practices for successful events.

## Financial Oversight

Help students develop and manage the club's budget. Ensure that funds are used responsibly and in accordance with college guidelines. Assist with the preparation and submission of funding requests to the college or external organizations.

## Conflict Resolution

Serve as a neutral party in resolving conflicts among club members. Help facilitate open communication and effective problem-solving.



# Club Advisor Roles cont.



## **Networking and Resources**

Connect the club with campus resources, including guest speakers, training opportunities, and professional development workshops. Help students build connections with other clubs, alumni, and industry professionals.

## **Advocacy and Representation**

Advocate for the club's needs and interests within the college. Ensure the club's contributions are recognized and valued. Be a reliable support system for club members.

## **Risk Management**

Ensure that all club activities are conducted safely. Advise on risk management strategies and emergency procedures. Make sure the club complies with health, safety, and legal requirements.

## **Continuous Improvement**

Encourage regular feedback and reflection on club activities. Help the club set goals and evaluate their progress.

# Club Advisor Do's

- **Build Relationships:** Establish rapport with club members and officers. Be approachable and show genuine interest in their activities and well-being
- **Encourage Leadership:** Empower students to take ownership of their club. Encourage them to develop their leadership skills and make decisions.
- **Provide Guidance:** Offer advice and support without taking over. Help students navigate challenges and think critically about their choices.
- **Foster Inclusivity:** Promote an inclusive environment. Encourage diversity and ensure all members feel valued and heard.
- **Ensure Compliance:** Make sure the club adheres to college policies and procedures. Guide them in understanding and following these rules.
- **Monitor Finances:** Help the club manage its budget responsibly. Review financial statements and ensure proper use of funds.
- **Mediate Conflicts:** Be a neutral party in resolving disputes. Help members communicate effectively and find amicable solutions.

# Club Advisor Don'ts

- **Micromanage:** Avoid taking control of club activities. Let students lead and learn from their experiences. Don't manipulate the group or force your opinions.
- **Play Favorites:** Treat all club members equally. Avoid showing favoritism or bias towards certain individuals.
- **Ignore Rules:** Do not allow the club to bypass college policies or procedures. Ensure compliance at all times. Guide them in understanding and following these rules.
- **Be Unapproachable:** Make sure you are accessible to club members. Avoid being distant or hard to reach.
- **Mismanage Funds:** Avoid oversight of the club's finances. Ensure transparency and accountability in all financial matters.
- **Disregard Safety:** Don't neglect safety and risk management. Ensure all activities are safe and well-planned.



# Voting Senators and Alternates



Voting senators and alternates ensure that their club is well-represented in student government, advocating for its interests and keeping members informed and engaged with broader campus governance.

**Each club needs to have a Voting senator and Alternate.**

Please connect with the Student Senate advisor to obtain a Voting Senator application.

## RESPONSIBILITIES

- Represent their Club
- Serve as the communication link between student senate and the clubs
- Advocate for their Clubs
- Participate in Voting
- Attend Student Senate meetings
- Reporting on Clubs
- Actively Engaging

# Budgeting

## Budgeting:

- Develop a comprehensive budget at the beginning of the school year. Include projected income (e.g., membership fees, fundraisers) and expenses (e.g., events, supplies).
- Ensure the budget is approved by the club and club advisor.
- Make sure that a Delegation of Authority has been created for the Club Advisor. (More information on next page)
- The club advisor will have access to the club cost center to determine how much is available or needed. It is the responsibility of the club advisor to inform his club of the funds.

## Record Keeping:

- Financial Records: Maintain detailed records of all financial transactions. This includes receipts, invoices, and expense reports.
- Transparency: Ensure transparency by providing regular financial reports to the club's executive board and members.

## Fundraising: (Not required)

- Activities: Plan and organize fundraising activities to generate income for the club. Ensure these activities align with the club's mission and college policies.



# Club Funds/Purchasing



Each club receives \$500 a semester for club activities and supplies. Clubs have to actively participate in activities and attend Student Senate meetings in order to receive funding. It is up to the Senate Board if funds will be distributed each semester. The Club Advisor will have access to the funds once a Delegation of Authority is created. More information on the next few pages.

## REQUEST FOR ADDITIONAL FUNDS

If clubs wish to request additional funds for the semester, they must complete the request for funds form. A detailed description of what the funds will be used for is required. The Senate Board will review and vote and get back to the clubs.

Request for funds form located online on the student senate webpage:  
<https://pine.edu/student-services/student-life/student-senate/>

**Receipts and Invoices:** Keep all receipts and invoices for purchases.

**Reimbursement Requests:** Allow members to request reimbursement for approved out-of-pocket expenses. Require original receipts and a completed reimbursement form.

**P-Card Use:** If the club advisor has a purchasing card (P-Card), ensure it is used responsibly.

- **Monthly Reconciliation:** Reconcile P-Card statements monthly with receipts and expense reports.

Please connect with Business Services regarding any Work Day questions. More information to come.