



Southern Crescent Technical College Club/Organization

Advisor Application

FY 2020-2021

Name: _____ Date: _____

Semester: _____ Campus: _____

Club/Organization: _____

Email Address: _____

Telephone and Office number: _____

Requirements and Responsibilities:

- Communication:
 - Communication is very important. Advisors must be able to relay accurate information to their club/organization.
- Financial Supervision:
 - Advisors are responsible for monitoring the organization's budget with the help of the Student Activities Coordinator.
- Meetings:
 - Advisors must attend all regular and special meetings of the organization in order to stay informed, be available for consultation and/or to introduce ideas and suggestions. Meetings should be held as often as necessary. Most clubs meet monthly virtually.
- Operational Guidelines:
 - Advisors must become familiar with the contents of the organization's constitution. The Student Handbook and this document ensure that the organization's actions are in line with Southern Crescent Technical College guidelines and those of the specific organization.

- Leadership Development:
 - Through personal interaction and program development, the advisor should play a significant role in furthering leadership development, personal growth of members, and identifying new leaders for the organization.
- Clerical:
 - Advisors must be sure that all requirements for an organization's registration are met in a timely manner. Advisors will also verify student eligibility and ensure that officers meet academic requirements.
- Events:
 - Advisors must ensure that all events, activities, and programs scheduled by the organization follow proper planning procedures as specified by the Student Activities Coordinator. This is particularly important when an event involves travel.
- Personal Assistance:
 - The interaction between advisor, organizations, and their members provides a unique opportunity to assist students with knowledge of campus/community resources as needed. Always remember to maintain appropriate confidentiality when students disclose personal information, but also know when to seek guidance. If issues arise, please make the student aware of our TAP program if further assistance is needed.

If you feel you are capable of these responsibilities and agree to follow the guidelines above, please sign and date below. Please return completed form to the Student Activities Coordinator.

Advisor Signature: _____

Date: _____

As set forth in full in its Course Catalog/Student Handbook, Southern Crescent Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). The following persons have been designated to handle inquiries regarding the non-discrimination policies: Title IX/Equity Coordinator (Griffin Campus, Butts County Center, Henry County Center, and Jasper County Center) Toni Doaty, Assistant Director of Student Services, toni.doaty@sctech.edu, 501 Varsity Road, Mobile Unit 6B, Griffin, GA 30223, 770-228-7382; ADA/Section 504 Coordinator (Griffin Campus, Butts County Center, Henry County Center, and Jasper County Center) Teresa Brooks, Special Services, Coordinator, teresa.brooks@sctech.edu, 501 Varsity Road, Room 303, Griffin, GA 30223, 770-228-7258; Title IX/Equity and ADA/Section 504 Coordinator (Flint River Campus) Mary Jackson, Special Services Coordinator, mary.jackson@sctech.edu, 1533 Highway 19 South, Room A-252, Thomaston, GA 30286, 706-646-6224; Title IX/Equity and ADA/Section 504, (Employee complaints) Sharon K. Hill, Director of Human Resources, sharon.hill@sctech.edu, Human Resources, 501 Varsity Road, Griffin, GA 30223, 770-229-3454. Any complaints filed against the Title IX/Equity Coordinator or ADA/Section 504 Coordinator on any campus/center shall be handled by Dr. Xenia Johns, Vice President for Student Affairs, xenia.johns@sctech.edu, 501 Varsity Road, Room 700, Griffin, GA 30223, 770-228-7348.