



Southern Crescent Technical College Club/Organization

Advisor Application

FY 2022-2023

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: _____

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Innovation and Opportunity Act (WIOA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services. The Technical College System of Georgia and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity. The following persons have been designated to handle inquiries regarding the nondiscrimination policies: Title IX/Equity Coordinator (Griffin Campus, Butts County Center, Henry County Center, and Jasper County Center) Toni Doaty, Assistant Director of Student Support Services, toni.doaty@sctech.edu, 501 Varsity Road, Building 100, Office 102, 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, Building 100, Office 103, 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, Building A, Office 252, Thomaston, GA 30286, 706-646-6224; Title IX/Equity and ADA/Section 504 Coordinator, (Employee complaints) Sharon K. Hill, Director of Human Resources, sharon.hill@sctech.edu, Human Resources, 501 Varsity Road, Building 100, 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, Building 200, Office 115, Griffin, GA 30223, 770-228-7348.