



Co-Curriculars, Organizations, and Clubs (CCOC) Advisor Responsibilities Agreement

Advisors play a vital role in ensuring that student involvement with the CCOC is meaningful. Advisors must have a thorough knowledge of the purpose and objectives of the CCOC and have a commitment to and enthusiasm for the CCOC. However, the role of the advisor is to support and help guide the CCOC, not to make decisions for them. The advisor serves a dual role in serving both the interests of the CCOC and the college.

Please submit this form and the CCOC Charter Form to the Student Activities office upon completion.

Administrative Duties

- All advisors must thoroughly read and understand this handbook and all the supplemental documents and ensure CCOC compliance with the ASLCC Constitution, ASLCC Bylaws, and ASLCC Financial Code.
- Verify the enrollment status of all students who are participating in the CCOC. Non-students should not be participating/attending CCOC meetings.
 - Check the enrollment status of all students participating in travel within 24 hours of booking your travel arrangements.
 - ONLY currently enrolled students or currently employed staff of Lower Columbia College are permitted to travel on behalf of the College and with College monies.
 - Student participating over breaks must be registered for the following quarter. An exception can be made for summer if the student is registered for fall.
- Make sure there are at least 5 eligible students participating in the CCOC each quarter to maintain active status.
- Attend quarterly advisor meetings
- Make sure a least one member of your CCOC attends the mandatory quarterly CCOC Leadership Meeting. There must be a different student representing each CCOC; the same student cannot represent more than one CCOC
- Ensure CCOC webpage is up to date. Send all updates to the Student Activities office.
- You or an appointed full-time staff/faculty designee are required to attend all CCOC events
- Complete a quarterly advisor report to inform the Student Activities office of CCOC activity.

Student Development

- Foster a sense of teamwork within the CCOC and with ASLCC
- Promote professionalism within the CCOC and their interactions with other areas on campus
- Encourage and monitor sound financial and business practices based on college policies and procedures, and good record keeping
- Encourage opportunities with the group that will contribute to student development
- Allow CCOC officers and members to make decisions concerning the CCOC, including the expenditure of its funds
- Keep CCOC officers and members informed

Advisor Transfer

In the event that you need to step down or need to be relieved of your advisor duties:

- Immediately notify the Director of Student Programs and CCOC members
- Let the Director know if you already have a replacement prepared to take your place
- Your students should be made a part of this process and agree to the replacement
- The new advisor must submit a completed and signed Advisor Responsibility document to the Director of Student Programs
- If a replacement is NOT chosen by the end of the quarter, the CCOC will be deemed inactive
- Fill out the 'Transfer of Advisor Role' form, found in the 'Forms' section on the CCOC webpage, and turn it in to the Student Activities office

Volunteers

CCOCs may recruit non-student volunteers to assist with club activity. However, all volunteers must be approved through LCC Human Resources. Contact the Student Activities office to learn more or consult the CCOC Handbook.

Advisor Responsibilities Agreement

By signing below you agree to serve as an advisor for the CCOC

| | | | |
|----------------------------|--|--------------|--|
| CCOC Name | | | |
| Advisor Information | | | |
| Name | | | |
| Email | | Phone | |
| Signature | | Date | |

Supervisor Approval

By signing below, the supervisor of the potential CCOC advisor agrees to allow the employee to serve as a CCOC advisor.

| | | | |
|-----------------------------|--|--------------|--|
| Supervisor Name | | | |
| Email | | Phone | |
| Supervisor Signature | | Date | |

Questions?

Visit the Student Activities office in the Student Center or call the Director of Student Programs at 360.442.2443.