

CLUB ADVISOR APPROVAL FORM

THIS FORM SERVES AS FORMAL DOCUMENTATION THAT THE EMPLOYEE LISTED BELOW HAS BEEN ASKED TO SERVE AS A SPONSOR FOR A RECOGNIZED STUDENT CLUB OR ORGANIZATION AT MID-AMERICA CHRISTIAN UNIVERSITY (MACU). A CLUB SPONSOR SERVES AS A UNIVERSITY REPRESENTATIVE AND RESOURCE FOR THE STUDENT ORGANIZATION. THE SPONSOR PROVIDES GUIDANCE AND MENTORSHIP TO STUDENT LEADERS, ASSISTS THE ORGANIZATION IN UNDERSTANDING AND FOLLOWING UNIVERSITY POLICIES AND PROCEDURES, AND HELPS ENSURE THAT CLUB ACTIVITIES ARE CONDUCTED IN A MANNER CONSISTENT WITH THE MISSION, VISION AND VALUES OF MID-AMERICA CHRISTIAN UNIVERSITY. THE SPONSOR IS NOT EXPECTED TO MANAGE THE DAY-TO-DAY OPERATIONS OF THE CLUB. STUDENTS ARE RESPONSIBLE FOR THE PLANNING, ORGANIZATION, AND EXECUTION OF CLUB ACTIVITIES UNDER THE GUIDANCE AND OVERSIGHT OF THEIR SPONSOR.

SPONSOR RESPONSIBILITIES

BY SERVING AS A CLUB SPONSOR, THE EMPLOYEE AGREES TO:

- PROVIDE APPROPRIATE GUIDANCE, MENTORSHIP, AND SUPPORT TO THE STUDENT ORGANIZATION.
- ENCOURAGE STUDENT LEADERSHIP AND ALLOW STUDENTS TO TAKE OWNERSHIP OF THE ORGANIZATION.
- HELP THE ORGANIZATION UNDERSTAND AND FOLLOW APPLICABLE UNIVERSITY POLICIES AND PROCEDURES.
- PROVIDE REASONABLE OVERSIGHT OF CLUB ACTIVITIES, EVENTS AND FUNDS.
- COMMUNICATE WITH THE APPROPRIATE UNIVERSITY OFFICE REGARDING SIGNIFICANT CONCERNS OR ISSUES INVOLVING THE ORGANIZATION.
- ATTEND OR PARTICIPATE IN CLUB ACTIVITIES WHEN REASONABLY NECESSARY AND AS THEIR WORK RESPONSIBILITIES PERMIT.
- NOTIFY STUDENT AFFAIRS, CLUB/ORGANIZATION MEMBERS AND SGA EXECUTIVE CABINET IF THEY ARE NO LONGER ABLE OR WILLING TO SERVE AS THE CLUB SPONSOR.

SUPERVISOR ACKNOWLEDGMENT & APPROVAL

I ACKNOWLEDGE THAT _____ HAS BEEN ASKED TO SERVE AS THE SPONSOR FOR THE STUDENT ORGANIZATION LISTED BELOW. I UNDERSTAND THAT SERVING AS A STUDENT CLUB SPONSOR IS AN ADDITIONAL RESPONSIBILITY OF THE EMPLOYEE AND MAY REQUIRE REASONABLE TIME DURING THE EMPLOYEE'S NORMAL WORK RESPONSIBILITIES. I HAVE REVIEWED THIS REQUEST AND AGREE THAT THE EMPLOYEE **MAY** SERVE AS A SPONSOR FOR THE ORGANIZATION LISTED ABOVE, PROVIDED THAT THE RESPONSIBILITIES OF THEIR PRIMARY POSITION CONTINUE TO BE FULFILLED. BY SIGNING BELOW, I CONFIRM THAT I APPROVE _____
SERVING AS A SPONSOR FOR THE STUDENT CLUB/ORGANIZATION INDICATED BELOW FOR THE ACADEMIC YEAR INDICATED BELOW.

SUPERVISOR

NAME: _____
TITLE: _____
DEPARTMENT: _____
SIGNATURE: _____
DATE: _____
ACADEMIC YEAR: _____

SPONSOR ACKNOWLEDGMENT & APPROVAL

I UNDERSTAND THE RESPONSIBILITIES ASSOCIATED WITH SERVING AS A SPONSOR FOR A RECOGNIZED STUDENT CLUB OR ORGANIZATION LISTED BELOW AT MID-AMERICA CHRISTIAN UNIVERSITY. I AGREE TO PROVIDE APPROPRIATE GUIDANCE AND OVERSIGHT TO THE ORGANIZATION WHILE SUPPORTING STUDENT LEADERSHIP AND MAINTAINING COMPLIANCE WITH APPLICABLE UNIVERSITY POLICIES AND PROCEDURES. I UNDERSTAND THAT MY PRIMARY EMPLOYMENT RESPONSIBILITIES REMAIN MY FIRST PRIORITY AND THAT I SHOULD COMMUNICATE WITH MY SUPERVISOR AND STUDENT AFFAIRS IF THE RESPONSIBILITIES OF THE CLUB BEGIN TO INTERFERE WITH MY PRIMARY POSITION.

SPONSOR INFORMATION

NAME: _____
TITLE: _____
DEPARTMENT: _____
STUDENT CLUB/ORG. _____
SIGNATURE: _____
DATE: _____
ACADEMIC YEAR: _____

UPON RECEIVING THE REQUIRED SUPERVISOR AND STUDENT CLUB/ORGANIZATION APPROVAL, THE STUDENT GOVERNMENT ASSOCIATION ACKNOWLEDGES _____ AS THE APPROVED SPONSOR FOR _____ FOR THE ACADEMIC YEAR INDICATED ABOVE.