

Club Advisor Guide

The purpose of this guide is to assist you, as an advisor, with your job as a sponsor of a club, class, organization, or activity at Prairie View High School. You will find, in these pages, material that will explain your functions and responsibilities, not only to the club, but to the school administration as well.

Advisor Responsibilities

- Ensure that all projects and fund raising activities are acceptable to the school and are in accordance with regulations.
- Ascertain that the club constitution and bylaws are always in keeping with state, district and school regulations as well as the PVHS StuCo Constitution governing PVHS student organizations.
- Be responsible for ensuring that the finances and financial records of your club are maintained in accordance with standard procedure for student groups.

A good club will be reflected in the relationship that you have with the president. Work closely in planning the year's activities. Point out that you are there to help and not hinder club operations. Give suggestions that you have gathered from your experience. If you object to something the president or the club is doing, explain your reasoning to him or her making sure to follow your responsibilities as an advisor.

Tips for an Effective Advisor

Constitution

A club or organization that wishes to be recognized by PVHS StuCo must present its constitution to the Student Senate for approval. (A constitution template is available from the StuCo advisor.) Approval by a 2/3 majority vote will be required to achieve charter as a PVHS StuCo member organization.

Fundraising

Many club projects cost money. Clubs should have fund raising activities to supplement their service work. Money raised by the club for a particular cause must be given entirely

to that cause. All activities should be well-planned to avoid problems and to achieve maximum results from the efforts of the individual members.

Officers

The four major officers of the club are: president, vice president, secretary and treasurer. It is recommended that the officers meet at least once a month, so that plans may be made for the following months.

Minutes

The club secretary must keep an accurate account of the business conducted at all meetings. Minutes should be typed and kept in permanent files for use by future boards and in preparing the annual budget report.

Finances

It is the responsibility of the club treasurer to keep an accurate financial record of all club activity and written reports of all transactions approved by the club advisor. Spending may not exceed the balance of funds available to the club. Projected earnings will not be considered in an effort to raise spending caps.

Budget

Each club must maintain a budget. If the club plans its programs at the beginning of the year, it will know how much money must be raised and plan sufficient activities.

Advice

Your primary responsibility is to consult and advise. It is recommended that you do this as often as you deem necessary. This, in turn, encourages the president and club to seek advice from you. Too many advisors go to opposite extremes - some tend to dominate, while others show no interest at all. You will be an effective advisor if you work closely with the president assisting in any way possible.

Encouragement

Another important job you will have during the year will be to aid your president and club with encouragement. If you do this the club will function better. Do everything you can to create initiative in the individual member.

Enthusiasm

It is a truism that all good youth organizations have enthusiastic advisors working with them. If you are enthusiastic then the members will respond in a like manner!