

FACULTY / STAFF ADVISOR FORM

**The University of Arizona
Department of Campus Recreation
Collegiate Club Sports Program
Faculty/Staff Advisor**

Official Club Name: _____

The sport club faculty/staff advisor must be employed by The University of Arizona on a full-time basis. The Collegiate Club Sport Administrative Staff must approve each club's chosen advisor. The club sport must have a faculty/staff advisor by the first scheduled club event. This individual will assume advisory responsibilities as per the guidelines and regulations set forth in the Collegiate Club Sports Handbook. The advisor must also have and Advisor/Student Organization Statement of Understanding on file with ASUA.

Faculty/Staff Advisor Information

Name: _____

Department: _____

Title: _____

Phone: _____ E-mail address: _____

Responsibilities:

1. Be informed of the purpose and program of the sport club.
2. Be aware of the policies and procedures for the club sport contained in the Department of Student Programs and Department of Campus Recreation Collegiate Club Sports Handbook.
3. Encourage organization's members to assume responsibilities and meet their obligations to the club sport.
4. Advise the club sport with regard to fundraisers, budget, etc.
5. Assist in organizing the club at the beginning of the fall semester, thus lending some consistency to the on-going program.
6. Approve and sign appropriate forms for club travel, events, etc.
7. Assist Club Officers with arranging the schedule of events for the club sport.

Club Sport Advisor Signature

Date



**CAMPUS
RECREATION**

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