



# Club Sponsor Agreement

for the \_\_\_\_\_ - \_\_\_\_\_ academic year

Employee Name: \_\_\_\_\_ B #: \_\_\_\_\_

Club/Organization Name: \_\_\_\_\_

Term of Agreement: Fall and Spring semesters (September 1 through April 30)

Position Supervisor: Student Life Coordinator

The employee agrees to provide the following services:

1. Educate the group about the requirements of holding positions and dealing with the priority placed on academic commitment.
2. Give the students freedom to learn and take ownership-not take control by making decisions on organizing meetings, funding, or establishing trips.
3. Develop a structure to help stay aware of the decisions and actions taken by the group.
4. Promote the organization to students, college staff, and the community.
5. Assist participants in planning and carrying out all functions of the organization.
6. Complete club paperwork that contains sensitive information (e.g., student B Numbers).
7. Provide supervision for all functions of the organization.
8. Ensure that all functions of the organization are within applicable constitutions, by-laws, college policies and procedures and laws of the state of Florida.
9. Ensure that all organization funds are raised and/or expended according to college policies and procedures.
10. Act in accordance with college policies and procedures.
11. Perform other related duties as assigned.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Direct Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Life Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Campus Associate Provost

\_\_\_\_\_  
Date

\_\_\_\_\_  
Campus Provost

\_\_\_\_\_  
Date

\_\_\_\_\_  
Associate Vice President, Enrollment Management

\_\_\_\_\_  
Date