



# Club Sponsor Agreement

Club/Organization Name: \_\_\_\_\_ Academic Year: \_\_\_\_\_ - \_\_\_\_\_

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

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:

- Attend all club meetings and activities. These must be hosted outside of the Sponsor’s regular work hours.
- Maintain an EFSC Purchasing Card (Pcard) to manage club finances and expenses.
- Complete appropriate tasks on behalf of club in a timely manner, including: work orders, room reservations, IT requests, travel and accounting paperwork, marketing and printing requests, and purchasing.
- Serve as Moderator of the club’s Facebook group, while ensuring all communications therein adhere to EFSC’s Social Media Guidelines and Procedures.
- Inform the Communications Office of club meeting and event details (and any changes) for inclusion on the College calendar.
- Maintain familiarity with club constitution and bylaws, Student Activities Handbook, Student Code of Conduct, and official College policies and procedures that relate to Student Life.
- Aid in membership transitions between academic years to sustain club integrity.
- Attend Club Sponsor meetings and trainings provided by the Office of Student Life.
- Collaborate with the Student Life Coordinator and campus Associate Dean and Campus Administrator on all club activities.
- Manage and store club inventory, especially A-Tagged equipment.

\_\_\_\_\_  
Employee Date

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

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

\_\_\_\_\_  
Associate Dean of Student Life Date

\_\_\_\_\_  
Dean of Students Date

\_\_\_\_\_  
Associate Vice President, Student Affairs Date