



### **Administrative Procedure**

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|------------------|------------------------------|
| Procedure Name   | <b>CLUB ADVISORS</b>         |
| Procedure Number | <b>402.02</b>                |
| Date Adopted     | 1/9/1982                     |
| Date(s) Revised  | 5/2000, 2/18/2020, 3/25/2025 |

Each recognized student club on campus must have an advisor who is a current employee of the College (not a student worker) and is approved by the Associated Students of Grays Harbor College (ASGHC) and the Director of Student Life or their designee. Advisors are responsible for ensuring that the student organization complies with the Financial Guidelines of the Associated Students, club policies, and other rules and regulations of the College. Club advisors should not serve in the capacity of a club officer. Student club members will complete required forms, requests, and operations of the club, with the advisor acting in a support role to ensure the student understands the process. The emphasis for club advisors shall be on providing a developmental opportunity for students to gain leadership skills, conflict resolution, and administrative operations experience.