

EASTERN OREGON UNIVERSITY 2011-2012 CLUB AND ORGANIZATION Annual Intent to be Active Form

Name of Club or Organization _____

Date of Filing _____ Number of Members _____

Student Leadership:

From time to time, name/e-mail addresses of student leadership are given out when requested. Please write NO in the left column next to your name if you do not wish this information to be given out.

1.	Name _____	Position _____
	Address _____	Phone/EOU Email _____
2.	Name _____	Position _____
	Address _____	Phone/EOU Email _____
3.	Name _____	Position _____
	Address _____	Phone/EOU Email _____
4.	Name _____	Position _____
	Address _____	Phone/EOU Email _____

Faculty/Staff Advisor _____ Office phone _____ EOU Email _____

Advisor's Signature (**must have in order to be active**) _____

Club & Organization Index Code (new clubs will have one assigned): SIF/CLB _____

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- Club requests for account access will require three (3) signatures, one of which must be the treasurer, **plus** an additional officer **and** the advisor. Clubs are encouraged to list more than those three signatures below.

AUTHORIZED ACTUAL SIGNATURES FOR ACCESSING CLUB FUNDS

1. _____	4. _____
2. _____	5. _____
3. _____	6. _____

- All Bookstore purchases will be cash only (please refer to the organization manual for reimbursement procedures).
- Remember to schedule meetings and events (especially if Food Service is required) in advance through Facility Scheduling, Hoke 213, or call x.23575.
- Cash withdraws are not an option—checks will only be cut for reimbursements & purchases.

PLEASE RETURN THIS FORM TO THE CENTER FOR STUDENT INVOLVEMENT

Advisor Role Check Sheet

Following is a series of advisor functions. Check off your "agreement level" on each of the advisor roles
"In performing the role of advisor, I believe that an advisor should"...

Roles of the Advisor	Strongly Agree	Agree	No Opinion	Disagree	Strongly Disagree
1. Be a problem solving agent					
2. Be a counselor					
3. Be an information resource person					
4. Be an idea resource person					
5. Be a sounding board					
6. Be an administration's representative					
7. Be a students' representative					
8. Be a change agent in the organization					
9. Be an interpreter of university policies and procedures					
10. Be an analyzer of group process					
11. Be a guarantor of success for programs					
12. Be a personal role model for behavior					
13. Be an attendee at events					
14. Be a doer of student programs					
15. Be a coordinator/advocate for a balanced student program					
16. Provide continuity between years					
17. Be a developer/planner of new programs					
18. Be an educator of program philosophy and program skills					
19. Be a developer of student volunteers					
20. Be an educator/trainer of leadership and organizational skills (i.e., insure training happens, workshops, etc.)					
21. Be a maintainer of organizational records					
22. Work out personal conflicts of the group					
23. Be a financial supervisor					
24. Be an organizer of organizational meetings and activities					
25. Be responsible for election of the organization's officers					
26. Establish the goals and directions of the organization					
27. Be knowledgeable/expert in programming skills (i.e., contract negotiation, legal issues, etc.)					
28. Be a double-checker of program production details					
29. Orient new officers to their role/responsibilities					
30. Recruit new members to organization					
31. Be responsible for maintaining productive/positive energy level in group					
32. Attend meetings					
33. Have the power to veto committee decisions					
34. Evaluate student volunteers					
35. Evaluate programs					
36. Keep informed of issues that affect the programming profession					
37. Be responsible for coordination between student groups					

After completion, officers and advisor(s) should discuss their "agreement level" then develop a consensus "agreement level" for each item. This then becomes the blueprint for the advisors responsibilities to the organization and the organizations responsibilities to the advisor.

Officer's Signature	Date	Officer's Signature	Date	Officer's Signature	Date
Officer's Signature	Date	Officer's Signature	Date	Advisor's Signature	Date