

Club/Organization Advisor Information

Any person serving as a club advisor is required to submit this form each academic year before 1 October. This form is part of the Club Annual Charter process. Without this form, your club's charter will not be approved for the present academic year.

Instructions:

1. Enter the requested information in each section. All information is required.
2. Save an electronic copy for your club's file
3. Email a copy of the saved document to the Campus Club Coordinator at milners@citadel.edu

I. Club/Organization Name _____

II. Advisor's Name _____

Advisor's CWID _____ Department _____

Office Phone _____ Cell Phone _____

Email(s) _____

III. **Mandatory Advisor Trainings & Requirements.** Enter the date on which each training was completed. **In accordance with Citadel policy, mandatory trainings must be kept up to date.** *Advisors not employed at The Citadel must submit the [Cadet Activities - Volunteer Request Form](#) before access is granted to the required trainings listed.*

Training good for

a. Bulldog Alert _____ indefinitely

b. Clery Act Overview _____ 1 year

c. Title IX & Sexual Misconduct. _____ 1 year

d. FERPA *Family Educational Rights & Privacy Act* _____ 3 years

e. Discrimination Awareness in the Workplace _____ 5 years

f. Camps on Campus _____ 5 years

g. I have read **The Club & Organization Handbook**, dated fall-24 in full & understand all regarding clubs & organizations and what is required of me as advisor. Yes ___ No ___

h. I have read **The White Book**, Chap 4, Sect 1, dated fall-24 in full & understand all regarding clubs & organizations and what is required of me as advisor. Yes ___ No ___

i. I submitted the **Cadet Activities - Volunteer Request Form** Yes ___ No ___
(For volunteer advisors **not** employed by The Citadel) *To be submitted only once.*

IV. I agree to serve as the above listed club/organization advisor for the 2024-2025 academic year.

(Advisor's signature)

V. I will ensure that the members of the have reviewed and understand the rules and regulations pertaining to my duties outlined in the college policies in *The White Book*, *The Blue Book*, *The Honor Manual* and the *Club and Organization Handbook*.

(Advisor's signature)