



# Advising HYLC Clubs

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**Our HYLC student officers are a precious treasure. The objective of the advisor who participates in advising an HYLC club is to coach the student leaders toward excellence so that they might take their place in the leadership fabric of their community.**

**It's the teacher advisor who sets the level of passion and commitment for the mission of HYLC. Even though the clubs are student-initiated and student-led, the adult advisor sets the example of "a passionate and committed leader."**

## **Role of a faculty advisor**

HYLC clubs exist to provide leadership and engagement opportunities for students, but a requirement for their existence is a faculty advisor or sponsor. While students make all decisions, they are guided by and supported by the experience of the faculty advisor.

## **Policies and procedures**

Even the simplest activities on campus require knowledge of policies and procedures, from reserving a meeting space to requesting funds or setting up a speaker or snacks. The faculty advisor serves as a liaison between the student organizations and the campus to help the group follow all expected procedures as events are planned and implemented. These policies and procedures are unique to each campus; therefore, the faculty advisor is invaluable as a resource to the student groups. The more smoothly the group interfaces with the campus, the more support they will likely receive for their activities.

## **Sample contract**

Becoming a faculty advisor to a student organization is a formal process that involves filling out a contract and signatures to acknowledge the rights and responsibilities of the group and the role of a faculty advisor. Before agreeing to serve as a faculty advisor,

reviewing the contract used at your campus will be prudent. Knowing what level of commitment is required will help you decide whether to serve in this capacity.

# **HYLC Club Advisor Responsibilities**

## **RESPONSIBILITIES TOWARD ORGANIZATION MEMBERS:**

1. Decide a day and time when your club will meet.
2. Decide a day(s) and time when your club officers will meet.
3. Model commitment to the club.
4. Hold yearly elections for officers.
5. Hold "officer roles and responsibilities" training for your officers.
6. Attend monthly cluster meetings with your club officers.

## **RESPONSIBILITIES TOWARD THE STUDENT BODY:**

The advisor shall:

1. Interpret the aims and objectives of the club for members and non-members.
2. Help students make their own decisions, identify their problems, set goals, plan projects or activities, execute their own plans, and evaluate their efforts.
3. Aid students in accepting responsibility for their actions.
4. Welcome and listen to students' suggestions and ideas on the school's co-curricular activities.
5. Assist students by clarifying points at issue in the organization's business.
6. Respect the confidence of students seeking counsel on personal problems.

## **RESPONSIBILITIES TOWARD ORGANIZATION MEMBERS**

The officers, chairman, and members of the organization will turn to their advisors for help in several ways. To aid these students, the advisor shall:

1. Help the students define long-term goals as well as short-term goals.
2. Counsel students on the best methods to reach specific objectives.

3. Suggest sources of information about the organization and new ideas for projects and activities, and answer questions frankly, fairly, and objectively.
4. Inform students of school traditions and customs and adhere to them.
5. Supervise the completion of contractual obligations of the organization, especially those with local vendors, DJs, etc., which may involve written contracts. Only the principal is authorized to sign contracts.
6. Help students weigh issues, consider all sides of a controversy, point out alternatives, and aid in analyzing and simplifying complex situations.
7. Enforce reasonable precautions against injury to participants in organized activities.
8. Hold at least one club meeting a month.
9. Follow up after each organization meeting to see if students complete their assignments.
10. Ensure that the district constitution and club charter provisions are carried out in spirit and form.
11. Supervise nomination and election of club officers and members.
12. Train elected club leaders to serve well.
13. Ensure that the rights of individual students are respected.
14. Inspire students to go on, even when failure appears pressing.
15. Aid students to publicize their activities before parents and other citizens.
16. Model respect for other clubs/organizations on campus.

### **RESPONSIBILITIES TOWARD HYLC/City Ministry Network (CMN)**

1. Maintain regular communication with CMN staff.
2. Participate in scheduled advisor orientations, mixers, and training.
3. Participate, with your student leadership team, in the monthly HYLC cluster meetings.
4. Communicate to students and encourage them to participate in large HYLC service learning projects, leadership workshops, socials, and fundraising activities.

## **RESPONSIBILITIES TOWARD COLLEAGUES**

The advisor's colleagues on the school faculty frequently engage directly or indirectly with a particular organization's affairs. Concerning professional associates, the advisor shall:

1. Be the chief advocate of their organization in the school.
2. Interpret the organization's aims for the faculty.
3. Keep the faculty adequately informed of the organization's program.
4. Represent faculty opinion to the students when deliberating organization affairs.
5. Enlist the interest and support of other faculty members.
6. Foresee possible conflicts, inconveniences, and disturbances, and try to resolve them before danger results.
7. Respect colleagues' wishes to each pupil in their classes; discourage requests by students to leave classes for activity business.
8. Aid colleagues in their activity work whenever possible.
9. Encourage teachers to suggest ways the organization may improve the school.

## **RESPONSIBILITIES TOWARD OTHERS**

There are several non-teaching staff members in the school, e.g., secretaries, custodians, food services, and clerical staff. Although contact between these people and the class or club may be infrequent, they may be crucial to the organization's public image. The advisor shall help these staff members understand the significance of student participation in managing school affairs and discourage pupils from imposing on their time and energy.

## **SPECIFIC ADVISOR RESPONSIBILITIES**

It is the advisor's duty to meet with the student group to make plans. The advisor must know what is going on at all times. No group may take official action without the approval and knowledge of the advisor. The advisor must:

1. Sign all payment request sheets and see that they are submitted to the site controller.
2. Consider all contracts as legally binding documents. All contracts must be reviewed and signed by the principal.

3. Submit all bulletin/Travel requests for the club.
4. Be in attendance during any club activity. If unable to attend, it is the advisor's responsibility to find a suitable district-approved replacement.
5. Make sure the students are clearing and scheduling ALL of their events with the director of activities.
6. Ensure that the Student Government officially recognizes the club and that the Club Charter is on file in the Activities Office.
7. Ensure the club completes Club Renewal Forms and Club Budget yearly to remain active.
8. Be sure that parent permission slips are obtained when necessary. The advisor must also be responsible for insurance and transportation if needed.
9. Allow the students to conduct their own meetings; advisors should guide them in adequately using basic meeting procedures, record keeping, etc.
10. Be ready, willing, and able to assist the club members when necessary and offer moral support and enthusiasm.

### **ADDITIONAL RESPONSIBILITIES**

Club advisors must:

1. Participate in Club Sign-Ups.
2. Supervise participation in any/all club events.
3. Maintain a code of ethics for all officers and students who participate in activities after school hours.
4. Participate in activities that promote school spirit.
5. Participate in other activities as assigned by the school.
6. Conduct minimum monthly club meetings.
7. Attend Club Advisor Meetings when scheduled by the Activities Director and/or the Site Controller.