



Annual Advisor Commitment Form

Name of Student Organization: _____ Academic Year: _____

Full-time Faculty/Staff Advisor: _____ Office Location: _____

Email: _____ Phone: _____

Faculty/Staff Co-Advisor: _____ Office Location: _____

Email: _____ Phone: _____

Completion of this form establishes the following Horry-Georgetown Technical College faculty/staff member(s) serving as advisors to the above student organization for the above stated academic year. Advisors agree to familiarize themselves with applicable college rules, regulations, processes, policies, expectations, and guidelines and apply them to all activities of their student organization.

A full time employee advisor must be present for all organization sponsored meetings and/or activities that will take place on or off college property.

An advisor is responsible for submitting the SEFAC Funding Request Form to the Office of Student Engagement at least two weeks prior to the SEFAC Annual Meeting. The Annual Advisor Commitment Form and the Annual Student Organization Agreement must be turned in by **June 15th** in order to receive SEFAC funding for the new academic year.

By signing below, I understand the above information and agree to fulfill my responsibility as a Student Organization Advisor.

Advisor: _____ Date: _____

Co-Advisor: _____ Date: _____

Academic Chair/Employee Supervisor _____ Date: _____

Academic Dean/Vice President _____ Date: _____

In some instances faculty members will serve as Advisors as part of their job responsibilities, however, if a Full Time Employee serves as a Student Organization Advisor and it is not part of his/her job responsibilities the employee must turn in annual leave for the time devoted to the organization during normal work hours.

Please return signed form to the Office of Student Engagement or Office of Student Affairs

Office of Student Engagement

Student Engagement Coordinator: _____ Date: _____

Director of Student Engagement: _____ Date: _____

Vice President of Student Affairs: _____ Date: _____