## LIBERTY UNIVERSITY STUDENT GOVERNMENT ASSOCIATION

## CHANGE OF FACULTY ADVISOR FORM

Club Name:

Name of Faculty Advisor Resigning:

New Faculty Advisor Information:

Name:	

Department/Position:

Email:

D1 NI			
Phone Number:			

Would you like to receive notifications about important SGA events/deadlines?

\_\_\_\_\_

Yes: No:

Signatures:

Current Faculty Advisor	Date
New Faculty Advisor	Date
Club President	Date

\_\_\_\_\_

## For New Faculty Advisor Use Only

Dear Faculty Advisor,

In accordance with University Policy, the Student Government Association (SGA) requires that each official campus club have an active Faculty Advisor to oversee the club's activities. The moment a club no longer has such an Advisor, the club will be marked as inactive and will have to reapply for official club status through Liberty's SGA.

It is required that each Faculty Advisor fulfill certain responsibilities pertaining to the role. If upon reviewing the responsibilities listed, you still wish to take on this position, you must complete the statement of consent and sign below.

- The Faculty Advisor must be actively involved with said clubs and will act as a mentor to the students involved with the club.
- The Faculty Advisor is required to meet with the President of said club on a biweekly basis
- The Faculty Advisor is required to meet with the Executive Council of said club on a monthly basis
- The Faculty Advisor is required to attend at least two of the general club meetings per semester
- The Faculty Advisor is required to work in conjunction with the Treasurer of said club to create the club budget and request funds from the Student Government Association. Ultimately, the Faculty Advisor has final approval on all club expenditures.
- Depending on the club's categorization, the Faculty Advisor may be required to go through certain and necessary training to request funds from the Student Government Association
- As a Faculty Advisor, it is your responsibility to ensure the club events and meetings are compliant with the mission and vision of Liberty University.

As the Faculty Advisor of \_\_\_\_\_\_\_\_, fully comprehend the responsibilities and duties that I must fulfill and agree to meet every requirement listed above to the best of my abilities.

Signature

Date