



Mesa Community College—Office of Student Life & Leadership

Club Advisor Annual Acknowledgment Form

This document replaces the mandatory club advisor training for returning club advisors who have previously attended training. It must be filed with Student Life each year.

Your Name: _____

Club Name: _____ Date: _____

Your Department/Title: _____

Phone Number: _____ Email Address: _____

How long have you been a club advisor? _____

Please initial the following statements as your acknowledgement of the information:

_____ I agree to serve in the capacity of CLUB ADVISOR to the above mentioned club at Mesa Community College.

_____ I have previously attended a Club Advisor Training Presentation led by Student Life & Leadership Staff.

_____ I am familiar with, and understand the information presented in the Club Advisor Training. In addition, I know that I can reference the presentation at any time on the Student Life & Leadership website.

_____ I understand that Student Life & Leadership staff is available to assist my club with any questions we may have, with navigating the processes of MCC and MCCCCD, and to provide general support for our club.

_____ I understand that the Club Advisor Training may be required of me again in the future.

In order to be considered an ACTIVE CLUB for the current academic year, the following things must happen:

Club Statement of Activity Form submitted (lists the students involved with your club)

Signed Club Advisor Annual Acknowledgement submitted (this form), or attendance at Club Advisor Training

Student Life and Leadership staff will continue to update you via email about changes to policies, reminders of deadlines, event announcements and other important information for your club.

I acknowledge the above information to be correct.

Name: _____ Signature: _____

Office Use Only

Date CSOA Form submitted: _____ Date Declaration submitted: _____

Staff: _____