

Pacific Grove High School

Club Advisor Responsibilities

- Demonstrates basic skill and knowledge of the activities of the club.
- Recruits membership for the club.
- Keeps the administration, activities director, and faculty informed of and involved in club activities.
- Holds elections for club officers who will preside over all club meetings.
- Holds regular club meetings (at least twice a month) in order to plan club activities and work to establish and complete goals each school year.
- Delegates club responsibilities to the club members to teach them organization and time management.
- Allows club members use of classroom facilities for meetings.
- Conducts fundraisers (if necessary) to pay for club activities. Completes and submits fundraiser request form.
- Follows appropriate procedures for planning events, including the submission of facility requests, event checklists, chaperone sign-offs, etc.
- Submits announcements to the Activities Director.
- Maintains the club account and follows appropriate procedures for deposits and withdrawals.
- Prepares a table for the “Club Rush” held in August.