

Student Organization **Volunteer Co-Advisor Verification Form** CHECKLIST

Form **MUST be completed at the beginning of each academic year
AND when new Volunteer Co-Advisors are added!**

Volunteer Co-Advisors cannot be listed as student organization Advisors of Record or render any decision on behalf of the College for activities related to the student organization. Volunteer Co-Advisors are not authorized to approve or sign any student organization document which requires an Advisor's signature.

X Required Items

- Form is signed by all Volunteer Co-Advisors.
- Form is signed by the Student Organization President **AND** one (1) additional Officer.
- Signed minutes indicating the Officers and the Volunteer Co-Advisors of the student organization is attached.

*All items above **MUST** be completed **BEFORE** turning in the Volunteer Co-Advisor Verification Form to the Center for Student Involvement.*

Call the Center for Student Involvement at 735-5518/9, should you need more information.



**Student Organization
VOLUNTEER CO-ADVISOR VERIFICATION FORM**

Date: _____

Academic Year: _____

Student Organization: _____

STUDENT ORGANIZATION VOLUNTEER CO-ADVISOR ACKNOWLEDGEMENT

By signing below, I hereby accept my position as a GCC student organization Volunteer Co-Advisor for this academic year and acknowledge that I have fully completed and submitted the GCC Volunteer Application Form, Employee Master Record Form, and Processing Checklist to the GCC Human Resources Office pending approval certification.

Additionally, I understand Volunteer Co-Advisors cannot be listed as student organization Advisors of Record or render any decision on behalf of the College for activities related to the student organization. Volunteer Co-Advisors are not authorized to approve or sign any student organization document which requires an Advisor's signature.

1. Student Organization VOLUNTEER CO-ADVISOR:

_____ <i>Print Name</i>	_____ <i>Signature</i>	_____ <i>Date</i>
2. <u>Student Organization VOLUNTEER CO-ADVISOR:</u>		
_____ <i>Print Name</i>	_____ <i>Signature</i>	_____ <i>Date</i>

STUDENT ORGANIZATION OFFICER ACKNOWLEDGEMENT

By signing below, I verify the above individuals have been elected to serve as Volunteer Co-Advisors for our student organization.

Student Organization PRESIDENT:

_____ <i>Print Name</i>	_____ <i>Signature</i>	_____ <i>Date</i>
<u>Student Organization OFFICER:</u> (Position/Title: _____)		
_____ <i>Print Name</i>	_____ <i>Signature</i>	_____ <i>Date</i>

**** Signed minutes indicating the Officers AND the elected Volunteer Co-Advisors of the student organization MUST be attached to this Form! ****

GCC Human Resources Office APPROVAL Certification

*The above named Volunteer Co-Advisors have fully completed and submitted the GCC Volunteer Application Form, Employee Master Record Form, and Processing Checklist to the GCC Human Resources Office and are **hereby cleared to volunteer.***

Human Resources Office Representative:

_____ <i>Print Name</i>	_____ <i>Signature</i>	_____ <i>Date</i>
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Authorizing Signatures

GERALD A. B. CRUZ, Program Specialist
Center for Student Involvement

Date

MICHAEL L. CHAN, Ed.D., Dean
School of Technology and Student Services

Date