

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.

APOLLINE SAN NICOLAS, SHRM-CP
Chief Human Resources Officer

Date

Authorizing Signatures

GERALD A. B. CRUZ, Associate Dean
School of Technology and Student Services

Date

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

Date