

## 4 Reasons Why I Need A



- 1 To support my **scholarship and award** applications
- 2 To highlight my BMCC involvement when seeking **internships or employment**
- 3 To complement my academic transcript when applying to **colleges or universities**
- 4 To **make the most** of my involvement

## What can I include on my Co-Curricular Transcript?

The CCT is organized around six categories that reflect various co-curricular activities at BMCC: **Athletics; Clubs and Organizations; Community Service; Honors and Awards; Leadership Training; and Workshops and Seminars.**

## How do I get started?

Log in to the BMCC Portal at [www.bmcc.cuny.edu](http://www.bmcc.cuny.edu) to access your CCT account.

Visit [www.bmcc.cuny.edu/cct](http://www.bmcc.cuny.edu/cct) for step-by-step instructions.

Please direct any questions to [CCT@bmcc.cuny.edu](mailto:CCT@bmcc.cuny.edu)

## A Club Advisor is ...

- A person who has a commitment to share his/her experiences.
- A person who sees advising as an opportunity for rewarding experiences.
- A person who finds pleasure in working individually with students.

## Be all you can be as a Club Advisor!

- **BELIEVE IN YOUR STUDENTS.** If you believe in them and what they can accomplish, they will learn to believe in themselves.
- **EVALUATE YOUR STUDENTS.** Give them positive feedback and constructive criticism.
- **PROVIDE YOUR STUDENTS WITH A SUPPORTIVE ENVIRONMENT.** Back them 110%.
- **TAKE TIME TO GET TO KNOW THEM AS INDIVIDUALS, NOT JUST AS STUDENTS YOU ADVISE.** Share your own experiences and ideas with them. Find out what their thoughts are; what their likes and dislikes are.



BOROUGH OF MANHATTAN  
COMMUNITY COLLEGE

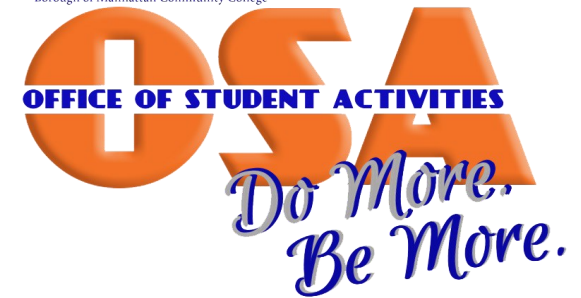
## Office of Student Activities

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Borough of Manhattan Community College



# Club Advisor



A brief guide for faculty and staff members that are serving as Club Advisors.

## Thank you for being a Club Advisor\*

BMCC has over eighty active student organizations. These clubs are led by student leaders who commit their time and effort to ensure that their organizations continue to flourish. Each organization is under the guidance of a Club Advisor. The Club Advisor's broad responsibility is to provide guidance to the student leaders about the objectives they seek to pursue and to serve as a resource person. Club Advisors demonstrate to students that there are people who believe in the potential of their organization and that these people are enthusiastic about their pursuits.

### Functions of Club Advisors

- **MODEL BEHAVIOR** – Provide advice to club officers.
- **HELP SOLVE PROBLEMS** – Recommend persons to speak to, reference sources and ideas to try out.
- **MAINTAIN CONTINUITY** – Help new officers by providing history and stability.
- **MONITOR ACTIVITY** – Oversee the appropriateness of club expenditures.
- **PARTICIPATE** – Attend club meetings as deemed necessary.
- **LISTEN** – Carefully consider the concerns and complaints articulated by the students and provide them with a sincere and realistic evaluation.
- **SHARE EXPERIENCES AND NEW IDEAS** – Recall activities from your collegiate or professional experiences and share your opinions.
- **COMMUNICATE** – Know your officers and maintain a contact list, try to be as accessible as possible.

\*HEO'S, faculty and adjuncts may be official Club Advisors.

## What the College may expect of Club Advisors

The following are not written as part of the Club Advisor's job description. Rather, they are provided as basic areas of responsibility. It is assumed that one who accepts the role of Club Advisor:

1. Is an employee of BMCC.
2. Will be present during approved on-campus club events and will serve as a chaperone for approved off-campus club trips.
3. Will serve as a consultant and a resource to the organization and to the officers of the organization.
4. Will do all that is possible to insure that the organization will take reasonable precautions in its activities in order to stay within the confines of the policies and laws of BMCC and CUNY.
5. Will assist the organization in developing and achieving performance objectives.
6. Will help the organization develop a program that will provide educational experiences for members.
7. Will participate in the organization to the fullest extent without actually making plans, decisions or setting policies for the organization.
8. Will confer with the Office of Student Activities staff as needed and make them a resource in your efforts as an Club Advisor.

Walk with them, but let them lead the way.

According to CUNY Policy on Sexual Misconduct, faculty or staff advisors to student groups are "responsible" employees who have a duty to report incidents of sexual harassment, gender-based harassment or sexual violence, including all relevant details, to the Title IX Coordinator. Such employees are not permitted under any circumstances to maintain a complainant's confidentiality, except that the Title IX Coordinator may honor a request for confidentiality under the circumstances described in Section V-C. However, these employees will maintain a complainant's privacy to the greatest extent possible, and information reported to them will be shared only with the Title IX Coordinator, the "responsible" employee's supervisor, and other people responsible for handling the college's response to the report. Before a complainant reveals any information to a responsible employee, the employee shall advise the complainant of the employee's reporting obligations—and if the complainant wants to maintain confidentiality, direct the complainant to confidential resources.

## What the club officers may expect of Club Advisors

The officers of student clubs often are in need of the services of the Club Advisor. The officers may expect the Club Advisor:

1. To know them by name and to be interested in them as individuals.
2. To understand the organization, to be aware of its purpose and assist officers in formulating goals.
3. To assist them with developing procedures and methods for maintaining an effective organization including effectively managing meetings, financial budgets and records.
4. To assist them in matters of college procedures.
5. To assist them to develop leadership skills.
6. To serve as a liaison with the college.
7. To encourage them during difficult periods.
8. To help them evaluate group projects, performances and progress as well as their own individual performances.
9. To serve as a resource and to be aware of additional resources within the college community.
10. To attend regularly scheduled meetings as well as special meetings that may benefit from the Club Advisor's presence.



By making comments or suggestions the Club Advisor can assist the student club to fulfill its objectives.