

Student Organization Volunteer Co-Advisor Verification Form CHECK-LIST

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

*Volunteer Co-Advisors cannot be listed as student organization advisors of record and do not have the authority
to approve or sign any documents relating to the student organization
nor will they have supervisory authority over student organizations at any of their events or activities.*

X Required Items

- Form is signed by all Volunteer Co-Advisors.
- Form is signed by **AT LEAST** two (2) Officers.
- Signed Student Organization minutes indicating the Officers and the Volunteer Co-Advisors
of the organization are attached.

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

DO NOT take this Form to the GCC Human Resources Office

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: _____

The following individuals were hereby elected to serve as Volunteer Co-Advisors for our student organization.

**** Signed Student Organization minutes indicating the currently elected Volunteer Co-Advisors of this organization MUST be attached to this Form! ****

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, and a Processing Checklist to the GCC Human Resources Office pending approval certification below.

Additionally, I understand that volunteers cannot be listed as student organization advisors of record and do not have the authority to approve or sign any documents relating to the student organization nor will they have supervisory authority over student organizations.

Student Organization Volunteer Co-ADVISOR
(Print name)

Student Organization Volunteer Co-ADVISOR
(Signature)

Student Organization Volunteer Co-ADVISOR
(Print name)

Student Organization Volunteer Co-ADVISOR
(Signature)

STUDENT ORGANIZATION OFFICER ACKNOWLEDGEMENT

Student Organization OFFICER
(Print TITLE and name)

Student Organization OFFICER (Signature)

Student Organization OFFICER
(Print TITLE and name)

Student Organization OFFICER (Signature)

DO NOT take this Form to the GCC Human Resources Office

GCC Human Resources Office APPROVAL Certification

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

HRO Representative (Print NAME and SIGN)

Date

AUTHORIZING SIGNATURES

BOBBIE LEON GUERRERO, Program Specialist
Center for Student Involvement

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