



CLUB ADVISOR'S COMMITMENT FORM
Registered Independent Campus Organizations (RICO)
Kaua`i Community College



Every independent club or organization at Kaua`i Community College is required to have at least (6) six active students, and at least (1) one Faculty, staff or community advisor to maintain registered status during the academic year. It is the responsibility of the advisor to:

1. Attend the organization's meetings and activities on a regular basis.
2. Establish a Federal Employer Identification Number with the Internal Revenue Service.
3. Assist the organization in planning, and administering and evaluating its programs and activities consistent with the group's purpose.
4. Serve as a liaison between the College and the organization and interpret policy and procedures as required.
5. Inform the group that a proposed activity is illegal, dangerous or otherwise inappropriate.
6. Supervise the group's activities or designate a substitute faculty member.
7. Have activities supervised by an expert if the advisor does not have the specific expertise needed.
8. Assist with the formulation and/or revision of the organization's constitution and by-laws.
9. Assist the group in maintaining records of activities & finances to provide continuity.
10. See that potential participants are informed of possible hazards. Distribute and collect Assumption of Risk and Release forms for all club sponsored activities.
11. Consult with the Student Life Office when questions or problems arise which require additional information.
12. Read and sign the Registered Independent Campus Organization (RICO) Club Handbook.

As reflected in the above statements, considerable responsibility is placed upon the faculty, staff or community advisor to be knowledgeable of all aspects of the club or organization's activities. The role as a RICO Advisor is vital to sustaining the community of the club activity and student co-curricular development at Kaua`i Community College.

 Primary Advisor Signature

 Print Name

 Date

 Secondary Advisor Signature

 Print Name

 Date

 Third Advisor Signature

 Print Name

 Date