

Club Advisor Information- 1 AUG 2025

This document and the charter form are required as part of the charter process. Without this form, your club's charter will not be approved. Each person serving as an advisor for any club is required to submit their own information form.

Instructions:

1. Enter advisors' information in each section. All information is required.
2. Save an electronic copy of this completed form for your club's file for future reference.
3. Email a copy of the saved document to the Cadet Events and Services Manager at milners@citadel.edu.

I. Advisor Information.

Name _____

Club(s) Advised _____

CWID _____ Department _____

Office Phone _____ Cell Phone _____

Email(s) _____

II. Mandatory Trainings and Requirements.

Enter the date on which each training was completed. In accordance with The Citadel's [Mandatory Training Policy](#), trainings must be kept up to date. *Your trainings & completion dates are accessible on MyChart.edu.*

		<u>Training good for</u>
Clery Act Overview	_____	1 year
Title IX & Sexual Misconduct	_____	1 year
FERPA <i>Family Educational Rights to Privacy Act</i>	_____	3 years
Discrimination Awareness in the Workplace	_____	5 years
Campus on Campus – Keeping Minors Safe	_____	5 years

III. Requirements. *Initial each*

_____ I have read the *CLUB AND ORGANIZATION HANDBOOK* in full and understand all regarding clubs & organizations including what is required of me as an advisor.

_____ I have read *THE WHITE BOOK, CHAPTER 4, SECTION 1* in full and understand all regarding clubs & organizations including what is required of me as an advisor.

IV. Agreements

I agree to serve as advisor to the above named club/organization for the 2025-2026ay.

I will ensure that club members understand and adhere to the rules, regulations & policies of The Citadel in *The White Book*, *The Blue Book*, the *Honor Manual* and the *Club and Organization Handbook* in all aspects with the above mentions club.
