

# Student Organization Volunteer Co-Advisor Verification Form **CHECK-LIST**

*\*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 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 671-735-8887 ext. 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, and a Processing Checklist to the GCC Human Resources Office pending approval certification.*

*Additionally, I understand that Volunteers 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:**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**2. Student Organization Volunteer CO-ADVISOR:**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**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**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Student Organization OFFICER:** (Position/Title: \_\_\_\_\_)

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**\*\*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, the Employee Master Records form, a 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 & Student Services

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