

End of Semester Reports

Advisor Stipends

In order to document active status of the clubs and organizations and to process advisor stipends, Student Life & Leadership requests the following information at the conclusion of each semester be submitted on the club advisor resource web page.

<http://www.pvc.maricopa.edu/studentlife/clubresource.html>

1. The Club/Organization's Membership Roster.
2. The Club/Organization's Calendar of Events* for the semester and Meeting Minutes if applicable.
3. Documentation of community service** (each club is required to do 20 hours per year). *Also, it is encouraged that a member from each club writes a reflective summary of their experience to be turned into Student Life.*

Please note: The Office of Service Learning has also requested that your club provide photos if possible of service completed with a brief description. It is requested that one student write a story about what they did, what they got out of the experience, thoughts, feelings, etc.) Please contact the Office of Service Learning at (602) 787-7241 if you have questions.

The process to receive your stipend is as follows:

1. As soon as we receive your online submission, Student Life will complete your contract and you will be notified via email. For those not on memo, Student Life will notify you when your contract is ready for your approval.
2. As soon as you receive your email notification from HRMS, sign into HRMS to approve your contract. Once you have login, you will go to the tab "Worklist" to approve your contract. You can only login into HRMS on Campus.
3. Your contract will be forwarded to district for processing. Please allow approx. 4 -6 weeks from submission of the above documentation to receive payment on your paycheck. The sooner you submit your documentation, the sooner you will receive your advisor stipend on your check.
4. If you have questions or need assistance, stop by Student Life & Leadership Office or contact us at 602.787.7242.

In addition recognize that, to a degree, the club represents the college to the community. As a result, the responsibility is to uphold the standards that will bring credit to the club, the college, Student Leadership Council and ultimately, to the community.

*Schedule all meetings, activities, events etc., on the Club/Organization Resource page. This must be done in advance before any room reservations, helpdesk requests or planning for the event occurs. Once Student Life & Leadership has approved the proposed event, preparations for the event can be made with the appropriate departments on campus. A calendar of events and/or meeting minutes must also be turned in each semester.

**This should include total hours for the club, not individual club members. For ex. 3 hrs spent at St. Vincent de Paul by 5 club members = 3 total hours, not 15 hrs. The Office of Service Learning is available to clubs and organizations as a resource regarding volunteerism or service learning.