



ADVISOR MEETING FORM

Please have your Faculty/Staff Advisor complete this form and submit to Sport Clubs Administration via e-mail (SportClubs@nau.edu), on-campus mail (PO Box 5773) or drop off to the HLC Front Desk with **original signature**.

Faculty/Staff Name:

Department:

E-mail:

Phone:

Sport Club Advisee:

Meeting Date:

Meeting Time:

Name(s) of attendees:

Suggested Questions

1. How is your Sport Club doing?
2. How many members do you currently have?
3. Are you managing your club bank account responsibly?
4. What are some successes the club has had so far this semester?
5. What issues are the club/officers dealing with? How do you plan to resolve these issues?
6. Do you have any upcoming events, or participated in any events this semester? If so, how did they go?
7. Is there anything I can communicate to Sport Clubs Administration to help them support you better?

Notes from Advisor

I, _____, have met with my Advisee Sport Club and discussed current updates regarding their club operations.

Signature: _____

Date: _____

****Original signature not required if form is sent from Advisor's e-mail address****