

## School Advisor Responsibilities for WRMS Clubs & Activities

- Sign the “Proposed Club Application” as a willing Advisor.
- Provide supervision for all organizational club meetings and activities. (Must be in the room during club meetings).
- Responsible for Registrations, Memberships and or Charters of larger organization and/or events, if applicable.
- Ensure fiduciary for all accounting, fundraising and expenditures.
- Inform [WRMSOffice@blaineschools.org](mailto:WRMSOffice@blaineschools.org) of all events and competitions for the Wood River School Calendar.
- Check student’s eligibility, school standards and grade reports, if applicable, for competitions or events.
- Inform [WRMSAttendance@blaineschools.org](mailto:WRMSAttendance@blaineschools.org) when students will be missing school.
- First approval for all public relations, advertising, images, posters distributed or posted.
- Personal Responsibility for any images/text of social media representing your club.
- Submit a WRMS website Icon photo & club description upon approval of club to Web Coordinator. Including a submitted photo & article of Club event to the Wolverine Prints. [kobrien@blaineschools.org](mailto:kobrien@blaineschools.org)
- Keep an updated meeting schedule on WRMS Website Club Page. This current club schedule information will be posted to all of the WR Parents and Students in the Wolverine Weekly Email Newsletter.

Advisor Signature: \_\_\_\_\_