

# CLUB/ORGANIZATION ANNUAL REGISTRATION

## FY 11-12 Recognition/Registration Form

1. All information should be typed or written neatly.
2. Be sure to complete the form entirely before handing into the Office of Student Activities and Leadership Development (AHSC 218).
3. Clubs and Organizations must apply for Initial Recognition/Annual Registration every year (the year, as defined by the Office of Student Activities and Leadership Development, begins on the first day of the fiscal year, July 1, and ends on the last day of the fiscal year, June 30).

**Organization Name** \_\_\_\_\_ **Acronym** \_\_\_\_\_

**Organization Website** \_\_\_\_\_ **Organization E-mail** \_\_\_\_\_

**Facebook/Yahoo/Google/etc. Groups** \_\_\_\_\_ **Month of Next Election** \_\_\_\_\_

**Constitution most recent revision date** \_\_\_\_\_ **Number of Members (estimated)** \_\_\_\_\_

Has your org updated their constitution in the past year? ☐ Yes ☐ No. *If yes, please attach the most recent with this form.*

**Number of Participants (by category):** \_\_\_\_\_ Undergraduate Students \_\_\_\_\_ Graduate Students \_\_\_\_\_ Alumni \_\_\_\_\_ Faculty \_\_\_\_\_ Staff

**Percentage of students:** \_\_\_\_\_ Part time \_\_\_\_\_ Full time

**Please select classification that best describes your organization** ☐ Open ☐ Restricted (☐ GPA ☐ Major ☐ M/F ☐ Day ☐ Evening ☐ Online)

*If Other, please describe* \_\_\_\_\_

**Please select type that best describes your organization** ☐ Sports ☐ Social ☐ Academic ☐ Honor ☐ Media ☐ Cultural ☐ Religious

☐ Political ☐ Community Service/Social Action ☐ Performing and Fine Arts ☐ Other, please describe \_\_\_\_\_

**Contact Person\*** \_\_\_\_\_ **Signature** \_\_\_\_\_ **Student ID#** \_\_\_\_\_

**Position in Organization** \_\_\_\_\_ **CougarMail** \_\_\_\_\_

\*This individual is listed on public documents/website or given to inquirers.

### EXECUTIVE BOARD / LEADERSHIP

**Name** \_\_\_\_\_ **Signature** \_\_\_\_\_ **Student ID#** \_\_\_\_\_

**Position in Organization** \_\_\_\_\_ **CougarMail** \_\_\_\_\_

**Name** \_\_\_\_\_ **Signature** \_\_\_\_\_ **Student ID#** \_\_\_\_\_

**Position in Organization** \_\_\_\_\_ **CougarMail** \_\_\_\_\_

**Name** \_\_\_\_\_ **Signature** \_\_\_\_\_ **Student ID#** \_\_\_\_\_

**Position in Organization** \_\_\_\_\_ **CougarMail** \_\_\_\_\_

**Name** \_\_\_\_\_ **Signature** \_\_\_\_\_ **Student ID#** \_\_\_\_\_

**Position in Organization** \_\_\_\_\_ **CougarMail** \_\_\_\_\_

**Name** \_\_\_\_\_ **Signature** \_\_\_\_\_ **Student ID#** \_\_\_\_\_

**Position in Organization** \_\_\_\_\_ **CougarMail** \_\_\_\_\_

**Name** \_\_\_\_\_ **Signature** \_\_\_\_\_ **Student ID#** \_\_\_\_\_

**Position in Organization** \_\_\_\_\_ **CougarMail** \_\_\_\_\_

## CONSTITUTION & STATEMENT OF PURPOSE

All club/organizations must have a constitution on file with the Office of Student Activities and Leadership Development. Below please list the *Statement of Purpose* for the Organization. For clubs seeking initial recognition this statement will be reviewed by a subcommittee of the Student Government Association. **Please attach National/International Constitution as well as your local constitution/bylaws.**

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**If you are affiliated with a National/International Organization, please list a contact person at that National/International Organization.**

National Organization Name \_\_\_\_\_ Contact Person Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ E-mail \_\_\_\_\_ Website \_\_\_\_\_

**ADVISORS** Recognized clubs/organizations must have an advisor who is a full time faculty, administrative or professional staff member of Columbia College. The most important aspect of the advising relationship is that of mutual agreement about the role of the advisor. This agreement must be discussed and negotiated between the advisor and the club/organization. At minimum an advisor should:

- Have basic knowledge of the history, structure and purpose of the organization
- Be aware of the organization's finances and budget, as his or her approval may be needed for financial transactions
- Provide useful guidance to help the student organization identify and attain its goals
- Be knowledgeable of College policies and procedures, civic ordinances and state and federal laws that affect the activity of the organization
- Maintain ongoing contact with the officers of the organization

### ADVISORS INFORMATION

Advisor Name \_\_\_\_\_

Signature \_\_\_\_\_

Campus Address \_\_\_\_\_

Phone# \_\_\_\_\_

Email \_\_\_\_\_

### Privileges of Recognized Organizations

- Increased visibility and accessibility
- Access to available services and equipment on the Main Campus
- Permission to use the Columbia College name and logo when identifying the organization in accordance with the College guidelines and policies on the use of the College name and logo
- Access to funds from the Student Government Association in accordance with established policies, procedures and eligibility criteria
- Leadership materials, educational resources, and mailings from the Office of Student Activities and Leadership Development
- Listing of organization information on the Office of Student Activities and Leadership Development website and all official publications
- Opportunity to participate in promotion and recruitment events including: Connections, Lunch with the Leaders, CougarFest and the All-Student Picnic
- Opportunity to acquire storage space on a yearly basis for student organization use
- Large and small event planning assistance

### Responsibilities of Recognized Organizations

- Accept responsibility for the supervision and safe operation of all sponsored programs and events
- Accept responsibility for reimbursing Columbia College for damage to College-owned property or facilities, including items such as cleanup costs, damaged property, or other contingencies related to the utilization of University-owned property or facilities
- Participate in at least two service projects per academic year
- Maintain active and up-to-date files in the Office of Student Activities and Leadership Development (membership information, constitution, officer and advisor changes, etc)
- All officers are currently and actively enrolled students in good academic standing
- Maintain membership which reflects funding source requirements
- Send club/organization officers to the appropriate training workshop annually sponsored by the Office of Student Activities and Leadership Development
- Comply with all College policies and regulations as defined in the Columbia college Student Handbook and the Club/Organization Manual, as well as local, state, and national laws