Recognized Student Club or Organization Form

Please print. Fill in all information. Return the completed form to the Student Leadership Office located in the Student Union.

Name of Organization ________________________________

Other officer contact information
________________________________________________

Officers
________________________________________________

________________________________________________

________________________________________________

________________________________________________

Advisor
________________________________________________

Campus e-mail address
________________________________________________

Phone Number __ __ __ - __ __ __ - __ __ __

President ________________________________

Campus e-mail address
________________________________________________

Phone Number __ __ __ - __ __ __ - __ __ __

President

Advisor

Date

New/Renewing Club or Organization Checklist

☐ Governing Constitution/Bylaws (including, membership/mission/purpose statement, officer and member requirements, selection of officers, officer vacancy process, advisor information process, amendments process.)

☐ Action plan for the 2012-13 year (working timeline including plans, projects, proposed funding, and goals)

☐ Completed contact information sheet

Submit the above to the Student Leadership Office. If you are submitting for a proposed club or organization, you will then be contacted to attend a future Student Senate meeting to discuss the club or organization in more detail. From there, the Student Senate will approve or deny the club or organization. All clubs and organizations must be sanctioned by both the MCC Student Senate and the MCC Administration.

If you have any questions or would like more information, contact Coordinator of Student Engagement Abbie Alsene at Abigale.Alsene@iavalley.edu.

September 2012