

STUDENT GOVERNMENT ASSOCIATION CLUB RECOGNITION FORM 2016- 2017



Congratulations! On behalf of the Student Government Association (SGA) and Student Life on your first steps to chartering a club. Whether you are re-chartering or applying to make a new club we are so excited to begin working with you. Before you begin with filling out the forms, we have a few instructions on how to properly fill in information. ***Please read all the information carefully.***

1. All the information that is on this form must be filled out typed and sent back electronically.*
 - a. *The club recognition form has areas such as the ***advisor signature*** that must be physically signed but all other areas must be typed.
2. This form must be scanned back to the **SGA President** at the email sgapresident@com.edu
3. If you require any further assistance with this form, please email the SGA President or stop by the Student Life Office.
4. We recommend that the club member list be typed. We ***will not*** accept any forms that are written on unless it consists of the portions that need to be written such as the signatures.

Agreements for the Clubs

1. We understand that we are required to attend the monthly Student Government Association (SGA) general meeting which are held on the First Tuesday of Every Month in the Enrollment Center Boardroom.
2. We agree to send a designated student representative to report on all club activities at the monthly meetings. This student must be designated on the club recognition form.
3. We agree to send a Student Representative to the Representative Orientation.
4. We agree to utilize the student club emails provided by the College of the Mainland to send correspondence to and from other clubs and the SGA.
5. We agree to submit our club recognition form by September 27th, 2016 for recognition in the fall semester and February 3rd, 2017 for recognition in the spring semester.
6. Your club member list must have at least seven members and one advisor under provisions set by Texas State Law.
7. We agree to check our Club Emails for follow up information about our recognition form.

CLUB RECOGNITION FORM

Officers

Contact Information (COM Email)

President: _____

Vice President: _____

Secretary: _____

Treasurer: _____

SGA Representative: _____

Other: _____

Please use your College of the Mainland provided email for all forms of correspondence and sending this document.

We hereby certify the information that has been presented in this document is authentic and true and that we will abide by the rules set forth by the College of the Mainland Student Government Association, College of the Mainland Administration and the State of Texas.

President of Club Signature: _____

Date Signed: _____

_____ Requests recognition from SGA for 2016- 2017

Name of Club

Club members and advisors agree to comply with all the rules and regulations of the requirements in the Clubs and Organizations Handbook. This club/organization does not discriminate against, nor exclude from participation in any of its programs or activities, any person on the basis of sex, race, color, religion, national origin, veteran's status or disability. Club advisors, by signing, indicate knowledge and understanding that they must provide leadership and supervision at the times of any and all activities of the club/organization when it is operating at College of the Mainland and/or in the name of College of the Mainland.

Advisor Signature: _____ Ext: _____ Email: _____

Advisor Typed Name: _____

Advisor Signature: _____ Ext: _____ Email: _____

Advisor Typed Name: _____

Student Government Association Advisor

Date Signed

Student Government Association President

Date Signed

Director of Student Life

Date Signed

SAMPLE CONSTITUTION

Please fill out all information of a separate document if your club already has a constitution you may submit it with the paperwork. For an example see the Student Government Association Constitution at <http://www.com.edu/sga>, on the left side look for SGA Constitution (PDF).

Preamble:

In this section state your clubs purpose and goals. What do you plan to achieve during your time as a club? What do you think you can provide to the College of the Mainland as a whole? State clearly the reason that you want to become a club.

Article I: Name

State the official name of the club.

Article II: Membership

State the requirements that students will need to meet in order to join your club. What is your provision for advisors?

Article III: Officers

State the officer terms of office and what the requirements will be for each of the officers. Clearly outline the work that they will need to complete while in their terms of office. Appropriate procedures should be outlined for their removal or impeachment.

Article IV: Meetings

Designate what times and dates you will hold your regular meetings. You should hold at least one meeting per month and be meeting with your officers on a regular basis to discuss budgetary decisions. The Student Government Association asks that you appoint at least one officer to be the Student Government Association Representative it is important to make sure that you have this position so that they can attend the SGA General Meetings which are held the first Tuesday of every month (please check your club emails for any changes and announcements).

PROPOSED ACTIVITIES

The following is a list of proposed activities and events. This includes all fundraisers. This form is a planning tool that may be changed. You do not have to fill in all 10 events/ fundraisers.

1. Proposed Date: _____ Event Name: _____
Event Description: _____
2. Proposed Date: _____ Event Name: _____
Event Description: _____
3. Proposed Date: _____ Event Name: _____
Event Description: _____
4. Proposed Date: _____ Event Name: _____
Event Description: _____
5. Proposed Date: _____ Event Name: _____
Event Description: _____
6. Proposed Date: _____ Event Name: _____
Event Description: _____
7. Proposed Date: _____ Event Name: _____
Event Description: _____
8. Proposed Date: _____ Event Name: _____
Event Description: _____
9. Proposed Date: _____ Event Name: _____
Event Description: _____
10. Proposed Date: _____ Event Name: _____
Event Description: _____

CLUB MEMBER LIST

Full Name

ID Number

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____
- 9. _____
- 10. _____
- 11. _____
- 12. _____
- 13. _____
- 14. _____
- 15. _____
- 16. _____
- 17. _____
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- 19. _____
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- 13. _____
- 14. _____
- 15. _____
- 16. _____
- 17. _____
- 18. _____
- 19. _____
- 20. _____

RISK MANAGEMENT TRAINING

Club Name: _____ Date: _____

Note: By signing this sheet you are verifying that you have watched/read the Risk Management PowerPoint by Student Life and will share this information with other members of your club. Risk Management is a Federal Law pertaining to recognized clubs/ organizations on college campuses

	<u>Name</u>	<u>Signature</u>
1.		
2.		
3.		
4.		
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20.		

ADDITIONAL FUNDING REQUEST

To: The Student Government Association

From: _____
Name of Club

We the undersigned understand and agree that the following procedures will take place both during and after this form is submitted to the Student Government Association and the Student Life Office.

- Funding Proposals must be submitted individually unless special permission is received.
- A representative may be sent to the SGA General Meeting to speak on behalf of the request but it is not required.
- We will submit this form within three days of the SGA general meeting for consideration of the funding proposal.
- For your club's fundraising balance contact the Student Life Office.

Signature of Advisor

Office Extension

Signature of Club President

Club Email

HOW WILL THE FUNDS BE UTILIZED?

Name the program or activity, the date if possible, the specific use of funds and the amount.

Do you have a Fundraiser Planned to help defer costs: Yes or No

Name of Event: _____

Date: _____

Item	Cost
Fundraiser Balance:	Total Requested:

Total Amount Approved: _____ (SGA use only)

Approved By: _____
Student Government Association President

Date: _____

Approved By: _____
Student Government Association Treasurer

Date: _____

Approved By: _____
Student Government Association Advisor

Date: _____