

CLUB RECOGNITION FORM 2017-2018

Advisor(s) and Clubs:

- 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, and we agree to send a representative to the meeting.
- Our representative will come to SGA meetings prepared to give a budget report and to inform the group about our club activities, events and ideas.
- We agree to notify the Student Life Office and SGA of any changes in our club officers, SGA representative, or advisor by emailing sga@com.edu and studentact@com.edu.
- We agree to utilize the College-provided club email to communicate with other clubs/organizations on campus.
- We agree to submit the completed Club Recognition Form by September 29th, 2017 for the Fall Semester and February 2nd, 2018 for the Spring Semester to the Student Life Office in the Student Center or email it to sgasecretary@com.edu.
- Your club member list must have at least seven members and one advisor under provisions set by Texas State Law. This advisor must be a full-time, benefits eligible employee of the college. Each club must designate at least a President, SGA Representative and Treasurer under provisions set by SGA.
- The mandatory Risk Management Training will now be available through Blackboard.

| Officer's Name | Officer's COM Email |
|---------------------------|---------------------|
| President: _____ | _____ |
| Vice President: _____ | _____ |
| Secretary: _____ | _____ |
| Treasurer: _____ | _____ |
| SGA Representative: _____ | _____ |
| Other: _____ | _____ |

Please, attach a typed list of your members.

_____ requests recognition from College of the Mainland for the 2017- 18 school year.
Name of Club

Club members and advisors agree to comply with all rules, regulations and requirements in the Clubs and Organizations Handbook. This club 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 when it is operating at College of the Mainland and/or in the name of College of the Mainland.

Advisor Signature: _____ Ext: _____ Email: _____

Advisor Name (Please, type): _____

Advisor Signature: _____ Ext: _____ Email: _____

Advisor Name (Please, type): _____

 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 on 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 only. You do not have to fill in all 10 events/fundraisers. Fundraiser and Activity Approval forms will still need to be filled out for each event.

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:_____



ADDITIONAL FUNDING REQUEST

We, _____, 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.

Name of Club

- A representative may be sent to the SGA 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 or Executive Board Meeting for consideration of the funding proposal.
- For your club's fundraising balance contact your Advisor.

Signature of Advisor

Office Extension

Date Signed

Signature of Club Officer

Club Email

Date Signed

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 of Event: _____

| Item | Cost |
|---------------------|------------------|
| | |
| | |
| | |
| | |
| | |
| Fundraiser Balance: | Total Requested: |

(SGA use only below this line)

Total Amount Approved:

Approved By: _____
 Student Government Association President

Date: _____

Approved By: _____
 Student Government Association Treasurer

Date: _____

Approved By: _____
 Student Government Association Advisor

Date: _____