

CLUB RECOGNITION FORM 2018-2019

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/organization 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 October 1, 2018 for the Fall Semester and February 4, 2019 for the Spring Semester to 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. Each club must designate at least a President, SGA Representative and Treasurer under provisions set by SGA.
- Risk Management Training will now be through Blackboard.

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

*****PLEASE LIST ALL MEMBERS' NAMES ON A SEPARATE TYPED SHEET OF PAPER*****

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

_____ **LGBT Club** _____ requests recognition from College of the Mainland for the 2018 2019 school year.
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 Signature: _____ Ext: _____ Email: _____

Student Government Association President

Date Signed

Student Government Association Advisor

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:_____



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 funding proposal.
- For your club's fundraising balance contact the Student Life Office or 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:

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: _____