

Club Renewal or New Club/College Organization Recognition Packet

Instructions: Students wishing to create or renew a college organization or student club must complete this form. Please contact your campus Student Life Coordinator for questions regarding the application process.

Check One (Required): **NEW** club or organization
 RENEW an existing club or organization

Name of Organization: _____ **Campus:** _____

New Club/Organization Checklist:

Organizations may be established within the College for any legal purpose. Affiliation with an extramural organization such as a national society shall not, in itself, disqualify the College branch or chapter from institutional privileges. Please complete this packet, attach any other required documents, and submit the completed packet to the Campus Student Life Coordinator.

Documents included in this packet are:

- Cover page with packet completion signatures, and
- Section 1: Application page
- Section 2: New Student Organization Officer/Membership Application
- Section 3: Membership Information (Member name, student ID, contact information)
- Section 4: Student Club and Organization Advisors' Consent Form *to be completed by the advisor*
- Section 5: Student Club Organization Approval Form

Additional documentation required:

- Constitution and by-laws of the organization, or
- If the organization is affiliated with an extramural organization such as a national society, attach a copy of that organization's constitution and by-laws.

Procedures for Recognition as a Club or Organization:

- Step 1: Students must complete the above documentation and submit the complete packet to the Campus Student Life Coordinator at the Campus where the club/organization is to be established.
- Step 2: The Campus Student Life Coordinator will review, sign, retain a copy, and forward the original packet through the Dean of Students to the College-Wide Student Life Coordinator.
- Step 3: The College-Wide Student Life Coordinator will review the packet, determine the organization's eligibility, and sign it if approved.
- Step 4: The College-Wide Student Life Coordinator will forward the application to the Associate Vice President for Student Services and Enrollment Management.
- Step 5: The Associate VP will approve or return to campus for revision, and will notify all parties of the outcome via email.
- Step 6: A copy of the signed document will be returned to the Campus Student Life Coordinator. The original document will remain on file in the office of the Associate VP for Student Services and Enrollment Management. The organization will be added to the list of organizations on the Web site.

Application for Club/Student Organization Recognition

Section 1: Applicant must complete all sections of this packet:

Name of organization: _____

Date of application: _____ Academic Year: _____

The purpose and proposed activities of the organization: _____

Section 2: Club Renewal or New Student Organization Officer/Membership Application

Advisor Information:

Primary Campus Advisor: _____

Email Address: _____ Campus Phone: _____

Department: _____ Room Number: _____

Secondary Campus Advisor (if applicable): _____

Email Address: _____ Campus Phone: _____

Department: _____ Room Number: _____

Officer Information (Must have 2.25 minimum GPA and be enrolled in 6 credits per term):

President:		Signature:	
Student ID:		Telephone:	
		VCCS Email:	@email.vccs.edu
Vice President:		Signature:	
Student ID::		Telephone:	
		VCCS Email:	@email.vccs.edu
Secretary:		Signature:	
Student ID:		Telephone:	
		VCCS Email:	@email.vccs.edu
Treasurer:		Signature:	
Student ID::		Telephone:	
		VCCS Email:	@email.vccs.edu
Organization Officer: (optional)		Signature:	
Student ID:		Telephone:	
		VCCS Email:	@email.vccs.edu

Section 3: Membership Information

Name of organization: _____ **Academic Year:** _____

As a recognized student organization at Northern Virginia Community College, your organization is committing to being an active part of this community and a vital part of the educational process. A student organization is any recognized group/organization at NOVA that is directed and controlled by students and whose programs and activities support teaching and learning, promote cultural understanding and student welfare, and/or contribute to the overall community at NOVA. Recognition is required in order for a student organization to receive College support.

Each organization must have a minimum of ten currently enrolled student members to be considered active and eligible to conduct events (i.e., Parties/Dances, Variety Shows, Talent Shows, Comedy Shows, Pageants, BBQs, Festivals, etc.).

Membership List:

1.	Name:	Signature:
Student ID:	Telephone:	Email: @email.vccs.edu
2.	Name:	Signature:
Student ID:	Telephone:	Email: @email.vccs.edu
3.	Name:	Signature:
Student ID:	Telephone:	Email: @email.vccs.edu
4.	Name:	Signature:
Student ID:	Telephone:	Email: @email.vccs.edu
5.	Name:	Signature:
Student ID:	Telephone:	Email: @email.vccs.edu
6.	Name:	Signature:
Student ID:	Telephone:	Email: @email.vccs.edu
7.	Name:	Signature:
Student ID:	Telephone:	Email: @email.vccs.edu
8.	Name:	Signature:
Student ID:	Telephone:	Email: @email.vccs.edu
9.	Name:	Signature:
Student ID:	Telephone:	Email: @email.vccs.edu
10.	Name:	Signature:
Student ID:	Telephone:	Email: @email.vccs.edu

List additional names on a separate sheet.

All student activity programs and recognized organizations must comply with the VCCS's nondiscrimination policy, except as follows: Any recognized religious or political student organization shall be authorized to limit certain activities only to members who are committed to furthering the mission of such organization. Such activities include ordering the organization's internal affairs, selecting the organization's leaders and members, defining the organization's doctrines, and resolving the organization's disputes.

For office use only:

I certify that the above members are registered NOVA students in good standing: _____
 Campus Student Life Coordinator

Section 4: Student Club and Organization Advisors' Consent

Your Purpose and Function as Advisor

The purpose of faculty/staff attendance at student functions is two-fold. First, the presence of faculty/staff members affirms the desire of the College to create a meaningful co-curricular program with full faculty or staff support and participation. Secondly, the presence of faculty/staff members fulfills the requirements of responsible supervision incumbent upon the institution. The faculty/staff advisor assumes the role of official institution representative at the function and has responsibility for decisions affecting the safety, welfare, and proper conduct of those in attendance.

General Responsibilities: The faculty or staff member who accepts the position of advisor must be aware of the responsibilities inherent in the role. Generally, it can be stated that the advisor is the final authority in any decision that must be made during the function pertaining to the safety, welfare, and conduct of those attending. Such authority extends even to the decision to terminate the event.

Responsibilities at Functions:

1. One advisor must be present at all times; two are suggested for large events. Advisors must be present prior to the event and remain through the close of the event.
2. When the scheduled building/room is first opened, the advisors should familiarize themselves with any equipment being used.
3. Security Personnel will be previously secured and directed to report to one of the advisors who has been designated by name. The advisors should discuss their duties and keep in touch with them throughout the evening. The number of security present at an event is to be determined by the Campus Police in conjunction with Student Life.
4. Before the event, if admission is charged, advisors should check out the procedures for admitting people and collecting money and make whatever suggestions they feel should be helpful. We strongly suggest that you sell tickets in advance whenever possible, and try not to collect cash at the door.
5. During the event, the advisor(s) and the student(s) in charge of the event should be in frequent communication concerning the progress of the activity and any potential trouble areas that may be developing.
6. In case of an emergency such as fire, disorderly conduct, or personal injury, the advisor or student leader should notify the proper authorities, who will take charge of the situation.
7. At the close of the event, any security personnel and the advisor should inspect the rooms/building to ensure that everything is in order and that all persons have gone.
8. If an emergency or incident of a serious nature takes place, such as a personal injury or loss of property, the advisor should immediately contact the Campus Police or call 911 and prepare a written report to be submitted it to the Office of Student Life the next business day.
9. In the event that no advisor can be present during a sponsored event, the event will be cancelled, unless the advisor and organization have received prior approval to proceed with approved chaperones.

Please refer to the section on "Advisors" in the *Student Club & Organization Resource Guide* for additional information regarding the advisor's role and support services offered by the Office of Student Activities.

Affixing my signature below certifies that I am familiar with the duties of a faculty advisor, and I will be pleased to serve as an advisor to the:

_____ for _____ (year).
Name of Organization

Faculty Advisor Signature

Printed Name

Please PRINT the following information:

Name: _____

Department: _____

Campus Room Number: _____ Telephone Number: _____

Email Address: _____

If for any reason you are no longer able to serve as advisor, please submit your resignation in writing to the Office of Student Life.

