



# STUDENT CLUB/ORGANIZATION APPLICATION

Name of Organization \_\_\_\_\_

Student Name \_\_\_\_\_ Advisor Name \_\_\_\_\_

Student Email \_\_\_\_\_ Advisor Email \_\_\_\_\_

Student Phone \_\_\_\_\_ Advisor Phone \_\_\_\_\_

*\*Advisor must be NHCC staff/faculty member*

President \_\_\_\_\_  
(First Name) (Last Name) (Email) (Phone)

V. President \_\_\_\_\_  
(First Name) (Last Name) (Email) (Phone)

Secretary \_\_\_\_\_  
(First Name) (Last Name) (Email) (Phone)

Treasurer \_\_\_\_\_  
(First Name) (Last Name) (Email) (Phone)

Organization Purpose Statement: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe briefly some ideas or activities that will facilitate the organization fulfilling its purpose \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List meeting dates, times & frequency of meetings \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please attach a list of student participant names, telephone numbers and email addresses.

Please submit form (physical or electronic copy) to the Associate Director of Student Life.



# STUDENT CLUB/ORGANIZATION GUIDELINES

*Club/org officers and members must be in compliance with the College's academic standards as outlined in the student planner.*

Students interested in establishing a club/organization must submit a completed application to the Office of Student Life. The club/organization will need to establish all information required on the application before submitting. In addition, please be aware of the following guidelines:

- A representative must turn in completed application to the Associate Director of Student Life, then contact the Senate President to request to be on the Student Senate agenda for official approval.
- The club/organization must establish a constitution. See the Student Life website or the Associate Director of Student Life for a sample copy. Submit the constitution to the Associate Director of Student Life mid-semester.
- Members of the club/organization must be currently enrolled at North Hennepin Community College and be in good academic standing. Officers must have at least a 2.0 GPA.
- Clubs/organizations requesting money can complete a budget request form and submit it to Student Senate.
- Clubs/organizations are required to have 1 representative in attendance at all Student Senate meetings in accordance with the Student Senate Constitution.
- Clubs/organizations must submit event requests at least 3 weeks in advance to the Associate Director of Student Life. Event request forms received less than 3 weeks until the event may be denied or modified. Clubs/organizations are also expected to fill out an event assessment form within 1 week of all events planned throughout the year.
- Clubs/organizations must submit minutes electronically within 2 days after each meeting to the Student Senate and to the Associate Director of Student Life.
- Clubs/organizations must submit their budget request and a report of the previous year's activities to the Student Life Budget Committee. The reports and budget plans are due by February of each year in order to receive funding for the following year.
- All clubs/organizations must ensure that all meetings, programs, services, activities, and the materials associated with them are accessible. Remember to include the following statement on all posted materials: *North Hennepin Community College is a member of the Minnesota State Colleges and Universities System and an equal opportunity employer and educator. This document is available in alternative formats to individuals with disabilities by calling 763-493-0555 or through the Minnesota Relay Service at 1-800-627-3529. North Hennepin Community College's Access Services office can be reached at 763-493-0555.* If you have any questions, please contact the Access Service office at 763-493-0555.
- North Hennepin Community College is an equal opportunity, affirmative action, Title IX institution that provides access to education, service and employment, regardless of race, color, creed, national origin, age, sex, or disability.