

Student Club Organization Registration Form

A Student Organization Registration Form identifies the current officers, advisors, and SGA representatives. Student Organizations are asked to complete this form at the beginning of the Fall Semester and submit to the Coordinator of Student Life at HCC-studentlife@haywood.edu. If a change occurs in the slate of officers or advisors during the year, a new form should be submitted.

Name of Club: _____

Meeting Location: _____ Day/Time: _____

(It is understood that the meeting place and time could change during the semester. Please keep us informed on any changes that may occur.)

Advisor: _____

Email: _____

Phone: _____

Advisor: _____

Email: _____

Phone: _____

Does your organization have a current, working constitution or by-laws? Yes _____ No _____
If yes and not already on file with the SGA Advisor, please attach a copy.

Has your organization held officer elections? Yes _____ No _____
If no, when are elections scheduled? _____

Officers

President: _____ Phone: _____ Email: _____

Vice President: _____ Phone: _____ Email: _____

Treasurer: _____ Phone: _____ Email: _____

SGA Rep: _____ Phone: _____ Email: _____

Travel

Is your student organization planning to travel this year? Yes _____ No _____

If yes, when? (please list month & destination)

Fall: _____

Spring: _____

The organization's advisor must accompany the organization in all travel.

SGA Meetings

SGA meeting times and location vary by semester and will be communicated at the start of each new semester. The SGA Constitution requires that the representatives from all student organizations attend at least two SGA meetings. If your student organization is interested in seeking funding from SGA, it is highly recommended that your student organization make an effort to attend and report on what the organization is doing.

I understand all guidelines and policies above and intend to keep the Coordinator of Student Life informed of expenditures of funds and plans to travel.

Advisor Signature: _____ Date: _____