Notice of Intent:
30 Day Permit to Start a New Student Club/Organization

This is to inform the Office of Student Activities that I wish to initiate the formation of a new student organization or club on campus. This organization will be known as: _________________________________________________. The purpose of this organization will be to __________________________________________________________________________.

I, the undersigned, understand that:
1. Membership must be composed of students currently registered at Manchester Community College;
2. The organization may not deny membership to any student because of race, religion, color, ancestry, national origin, sex, age, or disability, except as sanctioned by law;
3. The organization must obtain an advisor who is a full-time faculty member or administrator;
4. The organization will be allowed to use campus facilities for thirty days for the purpose of organizing, developing plans and goals, and recruiting members;
5. The organization will not be allowed to sponsor speakers, fundraising activities, programs or events, or use the name of the College until the organization has been formally recognized by the College;
6. The organization agrees to abide by all the rules, regulations, and policies of the College;
7. During this 30 day period, the organization will initiate the procedures for formal recognition as outlined in the Club/Organization Procedural & Financial Handbook;
8. After 30 days, unless the Office of Student Activities is notified that extenuating circumstances exist, the organization’s right to use campus facilities will be terminated until such time as it is formally recognized by the College.

__________________________________  __________________________
Student’s Signature/Date                               Advisor’s Signature/Date

Print Student’s Name: ____________________________________________
Address: __________________________________________________________________________
E-mail & Contact #: _______________________________ _____________

Thirty day period Begins:_____________________Ends: ____________________
Approved by: _______________ Witnessed by: ___________________

SA Coordinator or Designee

LAT: rev 11/2/06