



Checklist For Returning Clubs

Welcome back! Returning Clubs and Organizations must re-register with the Office of Student Activities by submitting the following items to become an official club no later than October 2nd of the Fall Semester.

- An Officer's List with names and signatures of all officers (all clubs must have at least 3 officers)
- A Projected Budget Allocation Request Form
- Club minutes verifying elected officers and name of faculty advisor(s)
- Copies of each officer's transcript

Officers must meet the following requirements:

- ✓ Are currently enrolled in at least one credit class at MCC
- ✓ Have paid the Student Activity fee
- ✓ Have completed three academic credits at MCC
- ✓ Have earned a cumulative grade point average of 2.5 or higher

Official Club Privileges



Club Mailbox in L 154j



Access to College facilities, services and resources



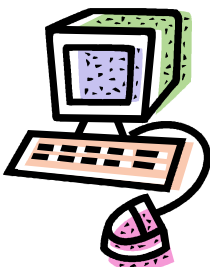
May request funds from the Student Activity Fund



May request permission to sponsor club events and meetings.



May use the College's name/logo for approved events.



May receive access codes to use the Club Room which includes computers, copier, mailboxes and meeting space.



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CLUB & ORGANIZATION BUDGET ALLOCATION REQUEST FORM

Name of Club/Organization: _____

Program Title: _____

Program Objective: _____

Funding Request: \$ _____ Date of Request: ____/____/____

Total funding request of \$500 per year (a maximum of \$250 per semester): \$ _____		
INCOME:	1. Membership dues	\$ _____
EXPENDITURES:	1. Activities	\$ _____
	2. Supplies	\$ _____

To receive the \$250 Spring allocation, the club officers list must be re-verified by the SA Office, a club representative must have attended at least three Student Senate meetings, and club must have completed one community service project. The Treasurer of an organization is responsible when s(he) signs a voucher to see not only that the money is spent as designated but also that the organization receives the goods/services that are charged to his/her organization's account. If such goods/services are not received by his/her organization, s(he) must submit a written explanation to the Office of Student Activities. The Club & Organization Budget Allocation Request Form is due the last Friday in October.

Treasurer/President: _____
Print Name
Signature

Advisor: _____
Print Name
Signature



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SAMPLE AGENDA

Instructions: Parliamentary procedures (*Robert's Rules of Order*) is a set of rules used by groups to conduct business in an effective and orderly manner. Below is a typical example:

(NAME OF CLUB) AGENDA

1. Call to Order (time started)
2. Roll Call (or distribute attendance sheet)
3. Adopt Today's Agenda
4. Approve Minutes of Previous Meeting (date)
5. Unfinished Business:
6. New Business:
7. Reports:
 - Officers-
 - President
 - Treasurer
 - Committees-
8. Concerns/Announcements
9. Date/place of next meeting
10. Adjournment (time ended)

SAMPLE MINUTES

Manchester Community College
Name of Club or Organization
Day, Date

MINUTES

The meeting was called to order at time by name of person presiding over meeting.

Present: List by name or attach signed roll call sheet.

Is there a quorum? (The number of members that must be present for business to be conducted legally. The actual number is usually stated in the bylaws.)

The agenda was approved as read (or revised). Last name of who made motion.

The minutes of date of last meeting were approved as read (or revised). Last name of who made motion.

Officer's Reports: President.....
 Vice President.....
 Treasurer.....
 Secretary.....

Committee Reports

Unfinished Business

New Business

Announcements

Meeting was adjourned at time. Last name of who made motion.

Jane Doe
Secretary

Approved Date Initials

Copies must be forwarded to the Student Activities Office, the Student Senate Treasurer, and the Business Office.

