

## **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 2<sup>nd</sup> 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.
MANCHESTER COMMUNITY COLLEGE	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.



## Club/Organization Officer's List

Name of Club/Or	ganization:				Date:/	/
Туре:	Professional Religious		□ Service □ Honorary			
		-154i each seme		d organizations musi in order to maintain		
c) Have comple This officer list is submitt	a registered stude ted three (3) acad ed for verification t	nt at MCC. <b>b)</b> H emic credits at M for the semester of	ave paid a Studer CC. <b>d)</b> Have earn of <b>D Fall 20</b>	It Activity Fee at MC0 ed a cumulative GP4 D Spring 20	C.	
This officer list is authoriz	zed by club/organi	zation <b>minutes</b> d	ated//_		***Office Use Or	ıly***
PRESIDENT:	Name (print)		_@    Banner		Semester	Cumulative
					Hours	GPA
Home Address	; 	City and State		Zip	□ Fall □ Spring	□ Fall □ Spring
Telephone Email:			Signature			
	Name (print)		_ @    Banner	 ID	Semester	Cumulative
Home Address	;	City and State	9	Zip	Hours	GPA
() - Telephone			0:		□ Fall □ Spring	□ Fall □ Spring
Email:			Signature			
SECRETARY:			_ @			~
					Semester Hours	Cumulative GPA
Home Address	3	City and State	9	Zip	🗖 Fall	🗖 Fall
( <u>)</u>		<del></del>	Signature		- D Spring	□ Spring
Email:					-	
	Name (print)		_ @    Banner		Semester	Cumulative
Home Address	·····	City and State	<u></u>	Zip	Hours	GPA
( ) -			-	— · P	□ Fall - □ Spring	□ Fall □ Spring
Telephone Email:			Signature			
					- /	/
			Club Advisor	•	–/D	/ Pate
Approved	Denied		·		/	/
		Director of St	tudent Activitie	s or designee	D	ate

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## CLUB & ORGANIZATION BUDGET ALLOCATION REQUEST FORM

Name of Club/Organiza	ıtion:		
Program Title:			
Program Objective:			
Funding Request: \$ Date of Request://			
Total funding <b>request</b> of \$50	0 per year (a maximum of \$2	50 per semester): \$	
INCOME:	1. Membership dues	\$	
EXPENDITURES:	1. Activities	\$	
	2. Supplies	Ś	
		·	

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
		-



## 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 <u>quorum</u>? (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 <u>date of last meeting</u> were approved as read (or revised). <u>Last name of who</u> <u>made motion</u>.

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 <u>Date</u> Initials

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