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\textsuperscript{nd} 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
<table>
<thead>
<tr>
<th>Official Club Privileges</th>
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<tbody>
<tr>
<td>Club Mailbox in L 154j</td>
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<tr>
<td>Access to College facilities, services and resources</td>
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<tr>
<td>May request funds from the Student Activity Fund</td>
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<td>May request permission to sponsor club events and meetings.</td>
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<td>May use the College’s name/logo for approved events.</td>
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<tr>
<td>May receive access codes to use the Club Room which includes computers, copier, mailboxes and meeting space.</td>
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</table>
Club/Organization Officer’s List

Name of Club/Organization: ___________________________________________________ Date: ____/____/____

Type: ☐ Professional ☐ Academic ☐ Service ☐ Social ☐ Religious ☐ Political ☐ Honorary ☐ Other ____________________________

Instructions: Pursuant to the Student Senate Constitution, all MCC clubs and organizations must submit a current list of qualified officers to the SA Office L-154i each semester for verification in order to maintain official recognition. Please attach an unofficial transcript for each officer listed.

To be eligible to hold an executive officer position in a sanctioned club or organization, students must:

- a) Currently be a registered student at MCC.
- b) Have paid a Student Activity Fee at MCC.
- c) Have completed three (3) academic credits at MCC.
- d) Have earned a cumulative GPA of 2.5 or better.

This officer list is submitted for verification for the semester of ☐ Fall 20___ ☐ Spring 20____.

This officer list is authorized by club/organization minutes dated ____/____/____.

<table>
<thead>
<tr>
<th>Position</th>
<th>Name (print)</th>
<th>Banner ID</th>
<th>Home Address</th>
<th>City and State</th>
<th>Zip</th>
<th>Telephone</th>
<th>Signature</th>
<th>Email</th>
<th>Semester Hours</th>
<th>Cumulative GPA</th>
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Club Advisor: ___________________________________________ Date: ____/____/____

☐ Approved ☐ Denied

Director of Student Activities or designee: ___________________________________________ Date: ____/____/____

***Office Use Only***
CLUB & ORGANIZATION
BUDGET ALLOCATION REQUEST FORM

Name of Club/Organization: _____________________________________________________

Program Title: ________________________________________________________________

Program Objective: ____________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Funding Request: $_____________  Date of Request: ___/___/____

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.

| TOTAL FUNDING REQUEST OF $500 PER YEAR (A MAXIMUM OF $250 PER SEMESTER): |
| $_____________ |

| INCOME: |
| 1. Membership dues $_____________ |

| EXPENDITURES: |
| 1. Activities $_____________ |
| 2. Supplies $_____________ |

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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)
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.