

# Student Organization Registration Packet

**Registration Application** (CHECK ONE)  *New Organization*  *Existing Organization*

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Registered organizations are student groups formed through the Office of Student Life whose members work towards a common purpose. Registered organizations receive funding through San Antonio College and/or college-approved fund-raising activities, and must maintain a current charter, a District agency fund account, a minimum of five active members (Two of which must serve as president and treasurer) and at least one faculty or staff advisor.

## Organization Information

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Name: \_\_\_\_\_

Purpose: \_\_\_\_\_

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## Members

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Members must be currently enrolled San Antonio College students with a minimum course load of six (6) semester hours. Members must maintain a current/cumulative 2.0 GPA and not be on administrative hold, scholastic or progress probation, or under suspension for disciplinary reasons. Members must adhere to the Student code of Conduct as outlined in the college bulletin.

Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_  
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Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Signature: \_\_\_\_\_

*(Continue membership on separate sheet, if necessary)*

<b>Student Life Use Only</b>	
<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved Reason: _____
_____	
_____	_____
<b>Signature of Director of Student Life or designee</b>	<b>Date</b>

Members (continued)

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Name: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Student ID Number: \_\_\_\_\_  
Signature: \_\_\_\_\_

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Email Address: \_\_\_\_\_

Student ID Number: \_\_\_\_\_  
Signature: \_\_\_\_\_

# Student Organization Registration Packet

**Officer Commitment Form** (CHECK ONE)  *New Organization*  *Existing Organization*

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As a student of San Antonio College, I agree to serve as a chairperson in the following Organization:

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I understand and agree to meet the following minimum responsibilities:

- Meet the minimum requirements for membership as prescribed in the clubs & Organizations Handbook.
- Server as a Officer for the organization for a term of one year.
- Maintain a current and cumulative 2.5 GPA.
- Set a positive example for the organization by adhering to the Student code of Conduct as Outlined in the College Bulletin
- Adhere to my responsibilities as Outlined in the organization's charter.
- Ensuring all organization activities conform to Alamo Community College District and San Antonio College policies/procedures.
- Exhibit and ensure club/organization members exhibit the highest standards of professional behavior whenever representing San Antonio college and/or the Alamo Community College District during on- or off-campus functions or events.

I also understand and acknowledge that my duties as officer may be suspended or revoked by the Office of student Life if I fail to meet my responsibilities.

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### **President**

Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### **Vice President**

Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### **Secretary**

Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### **Treasurer**

Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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# Student Organization Registration Packet

**Advisor Commitment Form** (CHECK ONE)  *New Organization*  *Existing Organization*

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As a full-time faculty or staff member of San Antonio College, I agree to serve as Advisor the following Organization:

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I understand and agree to meet the following responsibilities:

- Sponsor the organization for a term of at least one year
- Assist the organization in finding another staff of faculty member to replace me should I resign during my term.
- Exhibit and ensure club/organization members exhibit the highest standards of professional behavior whenever representing San Antonio College and/or the Alamo community college District during on- or off-campus functions or events.
- Assist students with organization registration and in maintaining registration status.
- Provide continuity for the organization.
- Stay informed about the purpose and programs of the organization.
- Keep abreast of Alamo Community College District and San Antonio college policies and procedures governing student activities, student conduct, and student clubs/organizations.
- Act as a liaison between the organization, the office of student life, and San Antonio College.
- Help recruit organization members.
- Help keep organization records (member information, meeting minutes, event information, etc.) current.
- Ensure members are currently enrolled San Antonio College students with a minimum course load of three semester hours; maintain a current/cumulative 2.0 GPA; and are not on administrative hold, scholastic or progress probation, or under suspension for disciplinary reasons.
- Ensure Members adhere to the Student Code of Conduct as outlined in the college Bulletin.
- Ensure organization officers maintain a current and cumulative 2.5 GPA.
- Provide Guidance on planning and implementation of events.
- Ensure plans for activities conform to Alamo Community College District and San Antonio College policies/Procedures.
- Attend and supervise all events.
- Encourage the critical evaluation of events/activities.

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Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Department: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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# Student Organization Registration Packet

**Agency Fund Form** (Check One)  **New Account**  **Existing Account**

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Purpose: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Source(s) of Income: \_\_\_\_\_

\_\_\_\_\_

Normal Use of funds: \_\_\_\_\_

Organization President: \_\_\_\_\_

Signature: \_\_\_\_\_

Organization Treasurer: \_\_\_\_\_

Signature: \_\_\_\_\_

Organization Advisor: \_\_\_\_\_

Title: \_\_\_\_\_ Department: \_\_\_\_\_

Signature: \_\_\_\_\_

Disposition of Funds on case of Organization Becomes Defunct: \_\_\_\_\_

\_\_\_\_\_

## Approvals

*Note: Dean of Student Affairs, college President and Vice Chancellor signatures required for new accounts only.*

\_\_\_\_\_  
Director, office of Student Life or designee (Budget manager)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean of Student Affairs

\_\_\_\_\_  
Date

\_\_\_\_\_  
College President or Designee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice Chancellor for Fiscal Affairs

\_\_\_\_\_  
Date

**Account Number:** \_\_\_\_\_