

Checklist

Interested in starting a new club/organization on campus? Follow these simple steps:

- _____ Meet with the Director or Assistant Director of Student Activities to share your ideas for a new club/organization.
- _____ Find at least ten (10) interested students and obtain their signatures (see reverse side). Potential student groups can schedule an informational meeting to increase interest.
- _____ Secure at least one (1) faculty/staff advisor and obtain their signature (see reverse side). Potential club/organization advisors should meet with a member of the Center for Student Leadership & Involvement staff to discuss their role and responsibilities.
- _____ Compose a "letter of intent" that clearly states the purpose of your new group (see reverse side).

Upon completion of the above items, bring the New Club/Organization Proposal (see reverse side) to the Center for Student Leadership & Involvement (RMCC 220). The staff will inform you of the next Student Government Association meeting that you or another representative are expected to attend. At that meeting be prepared to answer questions or provide additional information about the proposed club, if requested.

Once Student Government votes and approves the proposed group you are a recognized campus club/organization! Congratulations!

In order to maintain your club status you must also complete the following:

- _____ Compose a constitution. A sample constitution can be obtained in the Center for Student Leadership & Involvement. Once your constitution is completed you must provide a copy to the Center for Student Leadership & Involvement.
- _____ All club meetings and events must be scheduled through the Center for Student Leadership & Involvement. (Clubs may not meet at the same time as Student Government Association meetings.)
- _____ Submit meeting minutes immediately following each meeting to the Center for Student Leadership & Involvement.
- _____ Report the names of all club officers to the Center for Student Leadership & Involvement.

*Failure to complete any of the above items could result in your group no longer being a recognized campus club/organization.

NEW Club/Organization

NEW Club/Organization Proposal

Proposed name of new club/organization: _____

The purpose of this organization is to: _____

We, the undersigned students, wish to form the _____
of Herkimer County Community College.

| | Name (Please Print) | Signature |
|----|---------------------|-----------|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| 6 | | |
| 7 | | |
| 8 | | |
| 9 | | |
| 10 | | |

Faculty/Staff Advisor Name: _____

Faculty/Staff Advisor Signature: _____

Co-Advisor Name, if applicable: _____

Co-Advisor Signature, if applicable: _____

(Please use additional sheets, if necessary, and attach to this form.)