

Club Application Packet

Application Process:

Forms Required:

- **“Intent to be Active”** (Attached)
- **“Membership List”** (at least 10 members) (Attached)
- **“Advisor Contract”** (must be administratively approved) (Attached)
- An up-to-date club Constitution or Bylaws, you are required to update these annually

Please be present at a Student Senate meeting to speak on behalf of your club when we reach “Club Approvals” on our agenda.

Expectations from Student Senate:

Meeting Attendance Requirement: It is required that a club representative attends our weekly Student Senate meetings. This requirement comes from Student Senate Constitutional Bylaws, Article XI, Section 3, line d.: *“A club representative shall be present at every Regular Senate Meeting or a written report submitted to the Executive Board at least 24 hours prior to the meeting. If a club has two consecutive missed meetings, excluding when a report was submitted, the Student Senate reserves the right to freeze their club accounts until they restart attending meetings, this action will be communicated immediately to the club through official club channels.”*

Weekly Report Submission: Submit a written report 24 hours prior to the weekly Student Senate meeting updating Student Senate and the Student Body on what your club is working on. It can include highlights from your last club meeting, what your club is doing for projects or event programming, trips you may be taking, fundraising, date of your next meeting, etc. Typically, reports range from a couple sentences to a paragraph or two. Send electronically to: studentsenate@go.clcmn.edu

By filling out and submitting a club application, members are acknowledging that they have read the Club Handbook and Student Senate Constitutional Bylaws as they, and your club, must abide by them.

Date Submitted: _____

Club Intent to be Active Form

Club Name: _____

Brainerd:

Fall Semester:

Staples:

Spring Semester:

Club Description *(minimum 3-5 sentences describing club mission, and potential impact on the campus and community):*

Officer Team:

Position	Student ID	Email Address
Faculty Advisor		
President		
Vice President		
Secretary		
Treasurer		
Student Senate Liaison		

Funding Amount Requested *(maximum \$500 per semester awarded to the club):*

(\$250 for each semester you have been an approved club will be awarded to your faculty advisor. Please do not include this faculty stipend amount in your requested funds above.)

Quick Questionnaire:

	Is your club interested in...	Yes / No
1	Club D2L Page	
2	“Using Student Life Dollars” training session	
3	“Officer Responsibilities” training session	
4	“Introduction to Running Meetings” training session	
5	“Advisor Training” training session	
6	Club vs. Club Competitions	
7	Team Building Exercises	

Club Membership Roster

	Membership Roster <i>(must have a minimum of ten members, please attach additional membership forms as needed.)</i>		
	Name (First, Last)	Student ID	Email Address
1			
2			
3			
4			
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Club Advisor Contract

I accept the position as Advisor for _____ Club for the _____ academic year. I will serve as an active participant and supervisor of the clubs meetings, events, and activities. I understand Central Lakes College club advisors who are faculty members will be paid a stipend **upon successful completion of the responsibilities outlined below**. Central Lakes College staff members may serve as advisors in the event that the club mission and role is not academic in nature. Central Lakes College staff members do not have the ability to be paid a stipend as a result of their union contracts. All club advisors who qualify for a stipend will be paid at the completion of the academic year when all contractual responsibilities have been fulfilled. Only one faculty member may serve as the advisor of a club.

Club Advisor Responsibilities

Because student clubs may not be familiar with all Central Lakes College/Student Life policies, regulations or state and local ordinances, it is Central Lakes College’s position that each approved club must have an advisor (either a faculty member or approved administrator/staff person) whose role will be to guide and nurture the group in order to adhere to the philosophy and intent of the club and Central Lakes College’s mission statement. An advisor’s primary responsibility is to make a strong commitment to the group and to aid in the personal growth of the students. It is expected that all club advisors will fulfill the following expectations and responsibilities:

- 1). Be a member of Central Lakes College faculty or staff and be assigned to the role.
- 2). Serve as a positive role model to the students of Central Lakes College and take an active role in helping students plan and administer a meaningful program that is consistent with the club’s/organization’s purposes and with the goals and objectives of the college.
- 3). Attend any advisor training and policy review, as needed.
- 4). Assist the club in executing activities and events, including the completion of all necessary paperwork.
- 5). Attend all club events and trips in their entirety (unless they are excused by an administrator), be well informed about club activities and regularly attend club meetings.
- 6). Ensure that all necessary club documentation is current and on file in the Student Life office no later than 28 business days from the beginning of each semester.
- 7). Provide a list of student officers with a minimum of the following functional areas addressed: president, vice president, secretary, treasurer, and student senate liaison. Responsibilities for each office are to be defined in the club bylaws. (Club officers must be fully admitted and enrolled students.
- 8). Submit a completed Fundraising Activity Approval Form for approval by the Director of Student Life, College Foundation and Director of Business Services prior to proceeding with any fundraising activities.
- 9). Ensure that all members have completed travel waiver & liability release forms before any travel takes place.
- 10). Coordinate with the Student Senate and the other student clubs for the sharing of resources and activities.
- 11). Ensure full compliance with all college policies related to student conduct during club events and will consult with their supervisor when questions of policy or procedure arise or other issues evolve.
- 12). Oversee all financial transactions, including the club budget, and ensure proper authorization and documentation is completed and that the club does not exceed available funds. All expenditures must be co-signed by the designated student officer responsible for managing the club funds.
- 13). Inform the Director of Student Life as soon as possible if a club disbands or becomes inactive.
- 14). Upon request, submit a written summary report of the activities accomplished by student club members. The annual stipend payment for faculty members, who qualify, will be processed at the end of the academic year. Each club is limited to one advisor stipend.

Advisor Signature	Date	Supervisor Signature	Date

Forms History *(for Student Senate Use)*

Date Application Received: _____

Received by: _____

Student Senate Meeting History

	<i>Meeting Date</i>	<i>Notes (Approved/Unapproved/Postponed) (Student Senate Feedback)</i>	<i>Executive Officer Signature</i>
1			
2			
3			
4			
5			
6			
7			
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