



## Charger Club/Organization Start-Up Checklist

A potential club/organization needs three key things in order to become recognized: membership, leadership, and sponsorship. A potential club/organization must also meet the minimum qualifications outlined in the **Columbia State Policy Number 03:01:00: *Student Organizations and Clubs***. To propose a new club or organization, please complete the following items on the checklist. Submit your completed registration packet to the student services office, Jones Student Center room 147. You will receive notice once your club/organization application has been approved!

Please complete the following and turn in to submit your proposed club/organization for approval.

- First, please familiarize yourself with the **Columbia State Policy Number 03:01:00: *Student Organizations and Clubs*** ([click here](#)).
- Registration form (attached).
- Constitution (Level I organizations) or Statement of Purpose (Level II organizations). Samples are provided on the Student Organization website: **[www.ColumbiaState.edu/start-a-student-org](http://www.ColumbiaState.edu/start-a-student-org)**.  
You should keep this document saved electronically as well.
- Advisor Support Form (attached).
- Check here to acknowledge that you understand you must complete and submit an annual report packet at the end of each academic year to remain in good standing. The Annual Report packet can be found on the Student organization website.

*All of these forms can be found separately on the Student Organization website.*

Additional forms you may need, including an event registration form, release forms for travel, fundraiser application, and financial assistance application can be found on the Student Organization website.





## **Student Club/Organization Advisory Support Statement**

The college recognizes the importance of student involvement and supports the mission of our student organizations to provide opportunities for leadership, idea sharing, and experiential learning. Advisors are crucial in providing support for student groups. The following outlines the role of the advisor in a student organization.

1. Advisors are volunteers. A Columbia State club/organization advisor must be an employee of the college.
2. Advisors do not control the clubs, but instead they offer recommendations or suggestions in compliance with college policies, rules, and guidelines. As arenas for learning and development, students are expected to take responsibility for their own actions.
3. Advisors are of utmost importance in a community college setting because of the length of attendance of the typical student. Student leaders may only spend one to two years at the college, which can sometimes leave the fate of our clubs at the hands of our advisors. Advisors are encouraged to support their organization members in the recruitment of new members and officers each year to promote longevity of the club or organization.

This document is for initial recognition purposes. Any change in advisory roles should be reported as an update to the office of Student Services once the request for recognition has been approved.

### **Pledge of Support**

I, \_\_\_\_\_, have read the Advisory Support Statement and have agreed to serve as advisor to \_\_\_\_\_ for the \_\_\_\_\_ school year. I understand that, upon approval, my group must submit a year-end report and register the group each year to maintain recognition by the college.

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

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