



Florida Gateway College

Student Club Request/Renewal Form

Name of Club: _____

Renewal/Request for: Fall Spring Summer Year: _____

Type of Club: Honors Academic Occupational Fine Arts/Performing Arts Health/Fitness

Cultural Social/Special Interest Political Religious Other: _____

State the purpose of this club:

(New Club Only) Potential Members

Name (Print)	Student ID Number

Contact Information

Title	Name (Print)	Email
President		
Vice President		
Secretary		
Treasurer		
Club Representative		

**A copy of your club constitution must be turned in with your charter request.*

Office Use Only

Approve Disapprove _____
President of Student Government

_____ Date

Approve Disapprove _____
Director of Student Life

_____ Date



Florida Gateway College

Club Advisor Agreement

Employee Name: _____

Club/Organization Name: _____ Index Number: _____

Term of Agreement: Fall/Spring Semester mandatory – Summer Semester Optional

*All clubs and club activities are subject to approval by the Director of Student Life and the Vice President for Enrollment Management & Student Affairs.

Advisor Responsibilities

1. Educate your group about the requirements of holding positions and maintaining priority of academic commitment.
2. Assist participants in planning and carrying out all functions of the club.
3. Ensure that all club functions are within the guidelines of the club's constitution, by-laws, College policies and procedures, and laws of the State of Florida.
4. Ensure that all funds raised and/or expended follow College policies and procedures.
5. Work with officers to promote efficient and effective administration within the club.
6. Consult with the Director of Student Life when questions and problems arise regarding your club.
7. Submit all paperwork/requests to Student Life (Building 7) within a timely manner. Follow-up with the Director to ensure all paperwork is completed. Upon return from a trip have ALL paperwork submitted to Student Life within two weeks' time.
8. Ensure that a representative of the organization be appointed to attend ALL regularly scheduled SGA meetings.
9. Ensure that club members participate in the Service Points Program.
10. Be familiar with point system for requesting CAT funding.
11. Perform other related duties.

Employee Signature: _____

Approve Disapprove _____
Immediate Supervisor Date

Office Use Only

Approve Disapprove _____
Director of Student Life Date

Approve Disapprove _____
VP for Enrollment Management & Student Affairs Date