



Clubs and Organizations 2008-2009 Application and Renewal Packet

All pages must be typed. For more information or additional information regarding the Clubs and Organizations program or application and renewal packet please visit your campus Office of Student Life or call 512.223.8233.

Office of Student Life use only

Date Received _____

- 2.0 GPA for club officers or 2.5 GPA for organization officers
- Application/Renewal Form
- Officer Contact Information
- Officer Commitment Form
- Advisor(s) Contact and Commitment Form
- Group Contact Information, Membership Requirements, Meeting and Event Schedule
- Constitution and Bylaws

Status

- Recognized Club
- Pending Club

Approval

Campus Coordinator

Date

Clubs and Organizations Process Holder

Date

Student Life Director

Date



Application/Renewal Form

Date Submitted: _____

Club/Organization Name: _____

Purpose

To be posted on ACC's Student Life website and promotional materials.

Application Type

Please check one.

New Club Application

Renewal Application

Club or Organization

Please check one.

Club

Phi Theta Kappa

Student Government Association

Type of Club/Organization

Please check one.

Academic/Educational

Community/Volunteer Service

International/Cultural

Political/Social Issues

Professional/Vocational

Recreational/Health

Religious

Visual/Performing Arts

Other: _____

Primary Campus Affiliation

Please check one.

Cypress Creek Campus

Eastview Campus

Northridge Campus

Pinnacle Campus

Rio Grande Campus

Riverside Campus

South Austin Campus

Nuts and Bolts Workshop Interest

Please rank the workshops from 1 to 15 by level of importance, 1 being most important.

Marketing

Community Outreach

Branch Out to Other Campuses

Recruitment and Retention

Make Your Club Fun!

Roles and Accountability

Time Management

Goals and Calendar

Agenda/Meeting

Team Building

Co-Curricular Profile

Budget

Public Relations

Public Speaking

Conflict Resolution

Other suggestions: _____



Officer Contact Information

President

Name: _____
Phone: _____ Email: _____
Student ID#: _____ GPA: _____ Admissions Verification: _____
Major: _____ Years attended ACC: _____

Treasurer

Name: _____
Phone: _____ Email: _____
Student ID#: _____ GPA: _____ Admissions Verification: _____
Major: _____ Years attended ACC: _____

Secretary

Name: _____
Phone: _____ Email: _____
Student ID#: _____ GPA: _____ Admissions Verification: _____
Major: _____ Years attended ACC: _____

Optional Officer:

Name: _____ Title: _____
Phone: _____ Email: _____
Student ID#: _____ GPA: _____ Admissions Verification: _____
Major: _____ Years attended ACC: _____

Optional Officer

Name: _____ Title: _____
Phone: _____ Email: _____
Student ID#: _____ GPA: _____ Admissions Verification: _____
Major: _____ Years attended ACC: _____

By completing this section with your Student ID#, you give consent to the Office of Student Life to obtain your official GPA from the ACC Admissions Office.



Officer Commitment Form

I accept an officer position for the _____ Club/Organization of Austin Community College, and I fully understand and promise to perform the following guidelines in order that I may maintain my position:

1. I will maintain a semester average and cumulative average of at least a 2.0 GPA (2.5 GPA for organization officers).
2. I will make every rational attempt to attend all meetings, events, and activities required by the Club/Affiliate Club/Organization or the Office of Student Life.
3. I will perform all duties and responsibilities of my office to the best of my ability as determined by the Club/Affiliate Club/Organization Constitution and Bylaws and the Office of Student Life.
4. I will be knowledgeable of, and committed to the policies and procedures outlined in the Austin Community College Student Handbook and the Office of Student Life Clubs + Organizations Handbook.
5. To remain a positive role model and leader to my Club/Affiliate Club/Organization, I promise to meet all academic and co-curricular obligations.
6. I will treat all students, advisors, faculty, staff, and administration with courtesy and respect.

Officer #1

Signature: _____ Date: _____

Officer #2

Signature: _____ Date: _____

Officer #3

Signature: _____ Date: _____

Optional Officer

Signature: _____ Date: _____

Optional Officer

Signature: _____ Date: _____

Advisor

Signature: _____ Date: _____

Co-Advisor

Signature: _____ Date: _____



Advisor Contact and Commitment Form

As a full-time staff member, full-time faculty member, or adjunct faculty member of Austin Community College, I agree to serve as advisor to the following club/organization:

I understand and agree to meet the following responsibilities:

- Sponsor club/organization for a term of one year.
Provide written notice one month prior to terminating obligations as advisor to officers and Office of Student Life.
Find another eligible staff or faculty member to take my place as advisor should I leave before my term is up.
Assist students with club/organization registration and maintaining status.
Provide continuity for the club/organization from year to year.
Stay informed concerning the purposes and programs of the club/organization.
Stay informed concerning college policies and procedures governing student activities and student club/organization outlined in the Office of Student Life Clubs and Organizations Handbook.
Act as a liaison between the club/organization and the college.
Accept information regarding college or Office of Student Life activities or announcements and convey this information in a timely manner to the officers and/or members of the club/organization.
Help recruit club members through contacts with other faculty members and students.
Help with conflict resolution and mediation if necessary.
Stay informed of all business transactions of the club/organization, including all bank account activity.
Regularly attend meetings of the club/organization.
Help keep club/organization records current. (Member information, meeting minutes, event information, etc.)
Provide advice on the planning and implementation of events and activities.
Ensure plans for any activity conform to ACC and Office of Student Life policies.
Attend and supervise all events at which my presence is required as noted on event forms.
Encourage club/organization members to assume responsibility and effectiveness of the program.
Encourage the critical evaluation of each activity/event promptly following the activity/event.
Complete advisor training.

Advisor

Name: _____ Title: _____
Email: _____ Phone: _____
Campus: _____ Department: _____
Office Location: _____ Office Hours: _____
Signature: _____ Date: _____

Co-Advisor

Name: _____ Title: _____
Email: _____ Phone: _____
Campus: _____ Department: _____
Office Location: _____ Office Hours: _____
Signature: _____ Date: _____



Group Contact Information

Suggestion: If your group doesn't have an email, create a group Gmail account ... it's free and easy!

Group email address to be published in SL materials: _____

Group or advisor phone number to be published in SL materials: _____

Membership Requirements

Meeting and Event Schedule

Please list your tentative meeting and event dates. You may attach a separate sheet if necessary.

Meeting Day: _____

Meeting Time: _____

Meeting Location/Campus: _____

Meeting Day: _____

Meeting Time: _____

Meeting Location/Campus: _____

Meeting Day: _____

Meeting Time: _____

Meeting Location/Campus: _____

Meeting Day: _____

Meeting Time: _____

Meeting Location/Campus: _____

Meeting Day: _____

Meeting Time: _____

Meeting Location/Campus: _____

Meeting Day: _____

Meeting Time: _____

Meeting Location/Campus: _____

Event Day: _____

Event Time: _____

Event Location/Campus: _____

Event Day: _____

Event Time: _____

Event Location/Campus: _____