



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	Signature

Contact Information

Title	Name (Print)	Email	Signature
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 _____
Coordinator of Student Activities

_____ 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 the approval of the Office of Student Activities, Dean of Student Services, and the Vice President for Instruction and Student Services.

Advisor Responsibilities

1. Educate your group about the requirements of holding positions and maintaining priority of academic commitment.
2. Assists 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 according to College policies and procedures.
5. Work with officers to promote efficient and effective administration within the club.
7. Consult with the Student Activities Office when questions and problems arise regarding your club.
8. Be certain that all paperwork/request are submitted to the Student Activities Office within a timely manner. Follow-up with Coordinator to ensure all paperwork is completed. Upon return from a trip have ALL paperwork submitted to Student Activities within two weeks time.
9. Insure that a representative of the organization be appointed to attend ALL regularly scheduled SGA meetings.
10. Insure that club members participate in the Service Points Program.
11. Perform other related duties.

Employee Signature: _____

Approve Disapprove _____
Immediate Supervisor

Date

Office Use Only

Approve Disapprove _____
Coordinator of Student Activities

Date

Approve Disapprove _____
Vice President for Student Services

Date