



CLUB APPLICATION FOR RECOGNITION 2016 - 2017

Student Life
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Checklist for starting a club at Cascadia College

Clubs are comprised of members who share a common interest or objective, meet at least once per month, have the ability to request funding to purchase supplies and materials, plan events and activities on and off campus, and have the ability to attend conferences and other extra-curricular education opportunities. There are two different club levels at Cascadia, depending on your clubs desired level of involvement.

Club Level 1

- Club has one vote at Club Council Meetings
- Club has access to campus resources through the Office of Student Life such as: printing, posting, poster creation, room reservations, and supply check out
- Can meet regularly on campus and host club meetings
- Can host activities on campus, Monday-Friday 8am-5pm, with approval from the Office of Student Life (ARC 140)
- Club has access to limited funding to host events, up to \$500.00 per quarter
- Minimum of 3 members required to start, no maximum number of club members
- Advisors are encouraged, but not required to be recognized

To start a Level 1 Club follow these steps!

- Find three (3) currently enrolled Cascadia students who have similar interests as you and wish to join your club
- Completely fill out and turn in a Club Application for Recognition packet to the Office of Student Life
- Attend the next scheduled Club Council meeting for approval

Club Level 2

- Club has one vote at Club Council Meetings
- Club has access to campus resources through the Office of Student Life such as: printing, posting, poster creation, room reservations, and supply check out
- Can meet regularly on campus and host club meetings
- Can host activities on and off campus, with advisor approval and approval from the Office of Student Life
- Club has access to funding over \$500.00 per quarter to host events
- Club has the ability to travel and host field trips with their advisor
- Minimum of 5 members required to start, no maximum number of club members
- A Cascadia College Full Time Faculty or Staff advisor is **required**

To start a Level 2 Club follow these steps!

- Find five (5) currently enrolled Cascadia students who have similar interests as you and wish to join your club
- Identify a full time faculty or staff member to serve as your club advisor and have them review your Club Application for Recognition
- Completely fill out and turn in a Club Application for Recognition packet to the Office of Student Life (ARC 140)
- Attend the next scheduled Club Council meeting for approval

Club Application for Recognition Form

Name of Club: _____

We, the undersigned, do hereby promise to adhere to the requirements and to represent The Office of Student Life at Cascadia College to the best of our ability. By signing below, we also agree to authorize the Director of Student Life to access our academic record to verify our enrollment at Cascadia College.

Student Member Roster

To be officially recognized, a club must list 3-5 currently enrolled CC students, depending on club level they are seeking. Club Level 1 needs 3 students, Club Level 2 needs 5 students.

Print Name	Signature	Student ID Number
Print Name	Signature	Student ID Number
Print Name	Signature	Student ID Number
Print Name	Signature	Student ID Number
Print Name	Signature	Student ID Number

Club Level 1 & 2

Club Representative: _____ Phone: (____) _____

E-Mail Address: _____

Club Chair/President: _____ Phone: (____) _____

E-Mail Address: _____

Select if same as Club Representative

****Club Level 2 Only****

Full Time Faculty/Staff Advisor: _____ Ext: _____

E-Mail Address: _____ Office #: _____

Advisor's Signature: _____

Club Directory: The Office of Student Life will post on our clubs website, a directory of student clubs, which we provide to students, staff/faculty, and community members seeking to contact student clubs. Club Representative, please indicate below the contact information you would like listed in the directory by placing your initials in the space given:

_____ My e-mail address

_____ My name and club email address

_____ My name and e-mail address

_____ Please do not list any contact information in the directory

_____ Club email address

Club Facebook address: www.facebook.com/_____ (if applicable)

Club email address: _____ (if applicable)

Application Questions

1. Describe the purpose of your club. (This description will be included in the club directory on the Student Life Website)
2. List at least three goals for your club.
3. How will your club enhance and contribute to the learning and cultural environment for the students of Cascadia College?
4. What kind of activities will the club plan to enrich the social/educational/recreational environment at Cascadia? (Events, field trips, etc.)
5. Are there any restrictions to your club membership? (i.e. Phi Theta Kappa has international requirements that students have a 3.6 GPA)
6. Is there anything else you think we would need to know about your club?

Important Information for Club Leaders

Attendance policy

A club representative is expected to attend scheduled Club Council meetings. When a club has two unexcused absences, a written warning will be issued. At three unexcused absences, the club can lose their recognition status. Excused absences include academic exams, representation of the club at an off-campus function or as deemed excusable in consultation with the Student Life Advisor or his/her designee in the event of the Student Life Advisor is absent. The absence must be excused at least 24 hours in advance; otherwise the absence may be marked as unexcused. To request an absence, an email must be sent to the CSG Vice President and the Student Life Advisor with reason for absence.

Club Budget

Once a club is approved, the club must either attend a scheduled club training session or must meet with the Director of Student Life or his/her designee to review the Club Handbook.

Discrimination Policy

No student shall be discriminated against on the basis of race, color, creed, religion, national origin, sex, sexual orientation, age, marital status, or disability. Hazing of any kind will not be tolerated and will be subject to the college's provisions under the student code of conduct.

For Official Use Only

Director of Student Life

Date

Recognized by CSG on: _____