



# Official Recognition

## For CRC Clubs and Organizations

### Instructions:

Please complete this form and submit it to the Campus Life Office in SU 240. Detailed information and procedures are in the Club Handbook. All forms must be typed and not handwritten. Two officers are required.

**Name of Club or Organization:**

**Purpose of the Club or Organization:**

**Club or Organization Officer Full Name:**

GRC Email Address:

GRC Student Identification Number:

**Club or Organization Officer Full Name:**

GRC Email Address:

GRC Student Identification Number:

**Club or Organization Officer Full Name:**

GRC Email Address:

GRC Student Identification Number:

**Club Contact Information you want published on the club list:**

Contacts First and Last Name:

GRC Email:

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Name and date of person who received: \_\_\_\_\_

Student Coordinator: \_\_\_\_\_ Coordinator Signature: \_\_\_\_\_

# Club and Organization Membership List

Collect the names, student identification numbers, and email addresses of all club members. **There is a minimum of 10 club members required.** Please keep a copy of this information for your records. Each club member must be a currently enrolled student at Green River College.

| #  | Full Name of Student | GRC Student Email Address | Student ID Number * |
|----|----------------------|---------------------------|---------------------|
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\*SID's are used for verifying currently enrolled students. This information is kept confidential.

## **OFFICIAL USE ONLY**

**Number of students verified:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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# Club and Organization Officer Agreement Form

- Have knowledge of the clubs' purpose and objectives. Be knowledgeable and adhere to the Policies and Procedures of the Clubs & Organizations and of Green River College.
- Complete and submit *Quarterly Club Report* by the last week of fall, winter, and spring quarters.
- Be responsible for notifying the Student Life Office when there is a change in any club or organization information.
- Participate in all club/organization trainings, including Club 101 and Event Planning Orientation, and Inter Club Council Meetings.
- Read and review all emails sent by the Clubs & Organizations Staff and forward to club or organization members (all correspondence will be emailed to officers and copied to the advisor).
- Organize and facilitate meetings.
- Effectively plan activities and events according to the Event Planning Checklist and turn in an Event Proposal Form and all supporting documents at least **five weeks prior** to the event.

## Agreement and Signature

I have read and understand the GRC Club and Organizations Handbook in its entirety and agree to follow them as well as all GRC policies and procedures.

Club President Signature: \_\_\_\_\_

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

Club Vice President Signature: \_\_\_\_\_

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

Club Officer Signature: \_\_\_\_\_

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

### **OFFICIAL USE ONLY**

**Number of officers verified:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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# Advisor Agreement Form

Advisors are an important piece of every club and organization. Those clubs and organizations with an active and committed advisor consistently are more effective in recruiting students, retaining students, implementing and completing projects and activities, and receiving positive recognition from the College and the community. It is the role of the advisor to ensure that the affairs of the club or organization are within contexts of the existing college policies and procedures, rather than dictate what members of the club should and should not do. The advisor provides direction regarding policies, behavior expectations, community involvement, and effective club operations and will supervise at all club events.

## Responsibilities of the Advisor

1. Read the GRC Clubs & Organizations Handbook.
2. Seek official approval from direct supervisor.
3. Understand the objectives and goals of the club or organization and act as another resource and guide.
4. **Mandatory** participation in the Campus Security Authority (CSA) training as required by Clery regulations.
5. Encourage teamwork, provide guidance in decision making, trust building, and goal accomplishment.
6. Attend a mandatory Club 101 session with club officers to review advisor responsibilities and funding policies. *Access to budgets will not be available until this meeting takes place.*
7. Attend meetings regularly. If you advise a sports or activity related club, you must attend all meetings while students are playing or performing in case of injury.
8. Be present at all events/activities/trips for the entire time (this includes set up, event time, and clean up).
9. Ensure all club or organization budget requests are submitted to the Clubs & Organizations Chair at least 5 weeks before intended use.
10. Remember that advisors **DO NOT** have budget signature authority for clubs and organizations.
11. Verify that *Informed Consent* and *Student Travel Contracts* are completed by all club members and turned in to the Clubs and Organizations Chair prior to travel.
12. Inform all club or organization members who drive a State vehicle of the risks and liabilities associated with transportation. If the driver is found at fault in an accident their personal insurance will be responsible. Prior to driving a State vehicle, clubs or organizations must submit a copy of the driver's valid driver's license and proof of insurance to the Clubs and Organizations Chair.
13. Store any club or organization materials and equipment on campus and must account for all purchases at the end of the year (all items purchased by clubs are the property of the State).
14. Understand that the work within this role is to be done outside of work time and is completely voluntary.
15. Hold all club members and advisors all Code of Conduct rules and regulations.

## Acceptance of the Responsibilities of the Advisor Position

I \_\_\_\_\_, understand the role and duties of the club/organization advisor position listed above and accept the responsibilities of the \_\_\_\_\_ club/organization for the academic year.

Direct Supervisor's Signature: \_\_\_\_\_

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

Advisor's Signature: \_\_\_\_\_

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

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