

Hawkeye Community College Clubs and Organizations Registration and Roster Form

The Student Leadership Council (SLC) must update files on clubs and organizations each semester. Our records show your club/organization name as _____ with _____ as your advisor(s). If there has been a change in this information, please make corrections before returning forms.

Only registered/active clubs will be allowed funding. To remain an active/registered club, the following must be submitted to Student Activities (please use attached form):

Every Year:

- Constitution with Bylaws or Any Changes to the Constitution the SLC Currently has on File
- Signed Advisor Agreement

Every Semester:

- Registration & Roster Form with Current Members and Officers Listed
- Up-to-Date Club/Organization Page on the Hawkeye Website
- 1 Community Service Project Completed Involving at Least 50% of the Club/Organization
- 1 Collaboration with Another Active Hawkeye Club/Organization Involving at Least 50% of the Club/Organizations

Required PRIOR to Traveling:

- Travel Waivers
- Clery Group Travel Form (if traveling two or more days)

Club/Organization Registration

Club/Organization Name: _____ Date: _____

Advisor Name: _____

Advisor Phone: _____

Advisor Email: _____

Club Dues (per member for academic year, if applicable): _____

Is this a new club on the Hawkeye Community College Campus? Yes No

Please mark what type of organization your club is:

Social____ Honorary____ Service____ Interest____ Religious____ Government____

Other (Please explain) _____

Current list of Members (5 minimum). Please use additional sheet if necessary:

- | | |
|----------|-----------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | 10. _____ |

Current List of Officers. Please use additional sheet if necessary:

1. _____
2. _____
3. _____
4. _____

Does your club/organization own, lease, or rent any property beyond Hawkeye Community College's main campus? Yes ___ No ___

If yes, please include details of location, and dates property is leased, rented, or has been owned:

Do you rent, lease, or use any property not owned by Hawkeye for any events or activities (i.e., hotel rooms, conference facilities, ballrooms, etc.)? Yes ___ No ___

If yes, please identify the name and physical address of each location, specifying how long each location is rented and how frequently the organization makes use of each location (weekly, monthly, annually, etc.):

We the undersigned verify that the information provided is true and correct to the best of our knowledge.

Club President: _____ **Date:** _____

Advisor: _____ **Date:** _____