



Annual Student Organization Registration Form

Each student organization should complete this annual registration form which informs Student Life of the intent to be active in a given year. In addition, members should review the Student Organization EXPLORE and EQUIP Handbooks to be familiar with the policies and procedures that pertain to student organizations, as well as attend an orientation. Student Organizations must have a full-time employee as an advisor, with an annual Advisor Agreement form on file.

Date (mm/dd/yy): New Organization Recognized Organization

Name of Organization:

Home Campus: Advisor(s):

1. Does your organization have a current, working constitution or by-laws?

YES (A copy must be on file with the Office of Student Life) NO (Please contact Jennifer Conway in Student Life)

2. Are you associated with any other group/organization outside CPCC? (Locally/Nationally)

YES* NO Name of group/organization:

* If YES, is this group/organization a non-profit 501(c)3? YES (Provide Student Life with documentation) NO

3. Does your student organization have an online presence? YES (Must be approved prior to activation) NO

Check all that apply: Social Media Website Other:

Please provide details, including website URLs:

Name of Web Master: E-mail Address:

4. Has your organization held officer elections for the upcoming academic year? YES NO*

*If NO, when are elections scheduled? (Date, time, place)

5. Is your organization planning on traveling this academic year? YES* NO

*If YES, where and when?

6. Will your organization be seeking funds from SGA for an event or travel during this academic year? YES* NO

*If YES, complete a [SGA Funds Request Form](#) as soon as possible.

SGA Funds Requests:

Student organizations are able to request funding from the Student Government Association (SGA) to assist with funding special projects and activities. SGA hears funds requests on the 1st and 3rd Wednesdays of the month at their regular meeting, 12:30 p.m. in Overcash 242, Central campus. However, funds requests forms and accompanying documents must be turned in to Jennifer Conway no later than the 1st and 3rd Monday of the month in order to make the agenda. If you have questions about completing the necessary paperwork, please contact the Student Life Coordinator on your campus.

CURRENT OFFICERS:

President:	<input type="text"/>	Phone:	<input type="text"/>
E-mail:	<input type="text"/>	Student ID:	<input type="text"/>
Vice President:	<input type="text"/>	Phone:	<input type="text"/>
E-mail:	<input type="text"/>	Student ID:	<input type="text"/>
Treasurer:	<input type="text"/>	Phone:	<input type="text"/>
E-mail:	<input type="text"/>	Student ID:	<input type="text"/>
Secretary:	<input type="text"/>	Phone:	<input type="text"/>
E-mail:	<input type="text"/>	Student ID:	<input type="text"/>
Other Officer:	<input type="text"/>	Phone:	<input type="text"/>
E-mail:	<input type="text"/>	Student ID:	<input type="text"/>

Student Government General Assembly Meetings:

All CPCC student organizations serve under the umbrella of Student Government. SGA General Assembly meetings are held the last Wednesday of each month at 12:30 p.m. in Overcash 242 at Central campus and are video conferenced at area campus Student Life offices. The SGA Constitution requires that each student organization must send a representative to at least two meetings each semester to share information and club activities. The SGA Representative can be an officer or a current member of the organization.

SGA Representative:	<input type="text"/>	Phone:	<input type="text"/>
E-mail:	<input type="text"/>		

Goals and Objectives:

Goals give a student organization a purpose and direction to move towards the entire year. In order to establish a successful organization, it's important to create clear goals and an action plan to reach those goals. A goal is a statement describing what you wish to accomplish this year, stemming from your purpose. Objectives are clear, specific statements of measurable tasks that need to be accomplished in order to reach your goals. **Please provide a goal, with two objectives, for the upcoming academic year.**

Goal:	<input type="text"/>
Objective:	<input type="text"/>
Objective:	<input type="text"/>

Regular Meeting Information:

Contact Jennifer at clubs@cpcc.edu for assistance in booking rooms for recurring club meetings or to place meetings on Events Calendar.

Meeting Location:	<input type="text"/>	Meeting Days/Time:	<input type="text"/>
Not Reserved Yet: Preferred building:	<input type="text"/>	<input type="checkbox"/> Conference Room	<input type="checkbox"/> Smart classroom

I, the undersigned, accept the role of President to the student organization listed in this SORF. I have read, understand, and agree to accept the responsibilities as outlined in the Student Organization EQUIP Handbook. Further, I acknowledge that the information contained in this document, as well as the attached Advisor Agreement, is correct to the best of my knowledge and the officers listed are the official representatives of this organization.

President's Signature:	<input type="text"/>	Date:	<input type="text"/>
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