

## **St. Petersburg College**

### **HOW TO REGISTER YOUR CLUB**

SPC supports student clubs and organizations to serve the diverse interest of its students. Student clubs promote the social, physical and educational well being of its members on campus. **New student clubs** seeking to become recognized **and current student clubs** desiring to maintain their active status **must register their club each year** and follow the standards established by the Student Activities Office and the College. All student organizations are expected to adhere to all college policies and city, state and federal laws.

#### **STEP ONE**

A group of six (6) or more interested students may form an organization with the approval of the Student Activities Coordinator.

#### **STEP TWO**

Submit names of three (3) potential faculty advisors. These names will be forwarded to the President of St. Petersburg College for consideration. Nominee Advisor forms are available in Student Activities.

#### **STEP THREE**

Submit a complete registration packet to include a constitution, advisor nominee form, advisor information sheet, club charter, membership roster, officer roster and SGA representative form to Student Activities.

#### **STEP FOUR**

All charters are reviewed by the Student Activities Coordinator, the Associate Provost and the Provost. The folder is then forwarded to the President for final selection of a faculty advisor in line with EA/EO policy.

#### **STEP FIVE**

When chartered, the organization becomes a recognized group on campus and is subject to all policies and regulations of St. Petersburg College related to student organizations.

**NOTE: Clubs that are active or were active in the past year need to update their information in the above steps and submit it to the Student Activities Coordinator at the beginning of each fall session.**

# **ST. PETERSBURG COLLEGE**

## **CLEARWATER CAMPUS APPLICATION FOR**

### **CLUB CHARTER**

We \_\_\_\_\_ on \_\_\_\_\_ 20\_\_ do hereby request consideration for a club charter with St. Petersburg College, Clearwater Campus. If accepted, we hereby pledge to uphold the College Rules and Procedures and the Board of Trustees' Rules. Furthermore, we will conduct ourselves in a manner which would be a credit to this college, and we pledge not to discriminate on the basis of St. Petersburg College's dedication to the concept of equal opportunity as it relates to the treatment of students.

We have met the qualifications for club charter and understand that our club must have an advisor who is appointed by the President of the College and is a full-time employee of St. Petersburg College. Also, we understand that all club activities must be chaperoned.

The purpose of our club is:

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Acting President: \_\_\_\_\_ Date \_\_\_\_\_

Acting Advisor(s): \_\_\_\_\_ Date \_\_\_\_\_

Student Activities: \_\_\_\_\_ Date \_\_\_\_\_

## **St. Petersburg College FACULTY/STAFF ADVISOR NOMINEE FORM**

All staff sponsors and advisors of student organizations will be appointed by the president of the college.

Each faculty/staff advisor is requested to subscribe to the following:

1. To advise, counsel, and serve as a resource person to the organization.
2. To assist the organization in achieving its stated purpose.
3. To be familiar with St. Petersburg College policies and regulations and with the Constitution of the Student Government Association.
4. To assist officers and members in becoming acquainted with the St. Petersburg College regulations and the Constitution of the Student Government Association.
5. To attend all scheduled meetings, social events, and activities.
6. To assist in the planning of the organization's activities.
7. To be aware, at all times, of the financial status of the organization. This includes:
  - a. Formulating the annual budget as well as budgets for all activities.
  - b. Assisting the treasurer in proper accounting procedures.
  - c. Assisting the organization in submitting necessary information to the Student Activities Office.
8. To contact the person responsible for Student Activities on any questions or problems concerning the organization.
9. To attend any advisors' meetings.

As a nominee advisor for the \_\_\_\_\_

club/organization, I have read the above and am willing to accept the duties and responsibilities

for the \_\_\_\_\_ school year if appointed by the president of the college.

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

Student Activities: \_\_\_\_\_ Date: \_\_\_\_\_

## **CLUB ADVISOR INFORMATION**

**ADVISOR NAME** \_\_\_\_\_

**CLUB NAME** \_\_\_\_\_

**DAY/TIME OF CLUB MEETINGS** \_\_\_\_\_

**LOCATION OF CLUB MEETINGS** \_\_\_\_\_

**ADVISOR DEPT.** \_\_\_\_\_

**OFFICE LOCATION** \_\_\_\_\_ **PHONE** \_\_\_\_\_

**EMAIL** \_\_\_\_\_

**PLEASE LIST ANY ADDITIONAL CONTACT INFORMATION BELOW**

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## ST. PETERSBURG COLLEGE CLUB OFFICERS

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

Advisor(s): \_\_\_\_\_

**President:** \_\_\_\_\_

**Student #:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Vice President:** \_\_\_\_\_

**Student #:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Secretary:** \_\_\_\_\_

**Student #:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Treasurer:** \_\_\_\_\_

**Student #:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**SGA Rep:** \_\_\_\_\_

**Student #:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Officer:** \_\_\_\_\_

**Student #:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Officer:** \_\_\_\_\_

**Student #:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Officer:** \_\_\_\_\_

**Student #:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Officer:** \_\_\_\_\_

# ST. PETERSBURG COLLEGE CLUB MEMBERSHIP ROSTER

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

Advisor(s): \_\_\_\_\_

Criteria for Membership:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Dues: \_\_\_\_\_ per \_\_\_\_\_

Disbursement of Dues: \_\_\_\_\_

Name	MEMBERS	Student #
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_____		
_____		
_____		
_____		
_____		
_____		
_____		

Student Activities: \_\_\_\_\_ Date: \_\_\_\_\_

# **STUDENT GOVERNMENT ASSOCIATION**

## **Club Representative**

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

Representative: \_\_\_\_\_

Student #: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**YOU MUST HAVE A CUMULATIVE GRADE POINT AVERAGE OF  
2.0, BE ENROLLED IN AT LEAST SIX CREDIT HOURS AT SPC,  
AND BE IN GOOD ACADEMIC AND DISCIPLINARY STANDING.**

Student Government Association membership is an honored position that requires a commitment from each of its members. SGA members represent the best interest of all students and should be model students and citizens.

Every club is entitled to select one member to represent the interest of its club to the Association. SGA meetings are every Monday at 2:00 p.m. in ST 113. Make sure your representative is able to attend all of these meetings to keep your club informed of campus activities and issues.

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I have read the above requirements and am aware of my responsibilities as a member of the Student Government Association.

SGA Representative: \_\_\_\_\_

President: \_\_\_\_\_

Advisor: \_\_\_\_\_

Student Activities: \_\_\_\_\_