

RCC Student Organization Affiliation Form

All student organizations desiring use of the College name, College facilities, space or seeking funding from any College resource, must complete this form and submit it by the fourth week of each academic year, in conjunction with the establishment of any new student organization or anytime the Office of Student Life requests it. Changes to existing Organizational Affiliation Forms must be provided within 14 days of their adoption.

I. Required Information

A. Name of Organization _____

B. Purpose of Organization _____

C. Advisor _____

Address/Phone _____

D. Signatory Members:

Please provide full name (no nicknames, initials, etc.) and Student ID # of 3 members.

Name	Student ID #	Address	Phone #	Email

D. Organization Head Representative (SGA Member at Large) and Advisor:

Compliance:

The responsibility for compliance with all College regulations is placed upon the organization, and specifically upon the head representative and advisor. The head representative and advisor are therefore responsible for the following statement:

"As head representative or advisor of this organization, I assume responsibility to assure that all members are made aware of and abide by regulations regulation pertaining to this organization. I further attest that our organization's members will conduct our affairs in a manner to further the educational mission of Rockingham Community College. To these ends, I agree to receive official College communications to the organization and to make their content known to the entire organization. As the head representative or advisor of an officially affiliated student organization, I attest that the organization is in compliance with all Federal regulations regarding non-discrimination based on sex, race, religion, national origin and handicap."

Head Representative Signature: _____ Date: _____
 Advisor Signature: _____ Date: _____

Please provide full name (no nicknames, initials, etc.) and Student ID # of head representative.

Name	Student ID #	Address	Phone #	Email

II. Additional Information

The following information may be included in your organizational affiliation and may prove useful to you and others in compiling information about membership and recruiting new members. If you choose to provide this information, please do so; however, if the answers to these questions are covered in your constitution or by-laws please indicate.

Are the answers to these questions covered in your constitution or by-laws?

Yes No

A. Meetings

When: _____

Where: _____

The meetings are open to: All Students All Members
 Specified Students/Members (Please give further detail)

B. Funding

Sources of Funding: _____

Collect Dues: ___ Yes ___ No

Who Keeps Financial Records: _____

Who Can Disperse Funds: _____

Examples of Activities, Events, Projects, Etc. That Funds Are Allowed to be Spent On:

C. Organizational History

What Has Your Organization Accomplished/Seeks to Accomplish:

D. Major Events/Activities Planned for The Year:

Name/Type of Event	Open to All Students (Y/N)	Predicted Time for Event (M/D/Y)

E. Constitution/By-laws

Please attach a copy of your organization's constitution or by-laws.

If your club/organization has sent a copy to the Office of Student Life within the past two years and there are no changes to the previous record please indicate so below.

If you do not have a constitution or other form of club/organizational procedure and guidelines please explain below.
