

# **STUDENT CLUBS & ORGANIZATIONS RENEWAL PACKET**

**Thank you for your interest registering a new Student Club/Organization for the 2019–2020 Academic Year.**

**This packet contains the following materials:**

- Welcome Letter
- Renewal Application Forms
- Funding Information Forms

## 2019–2020 Student Club/Organization Renewal Application

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Greetings York Tech Student:

Student clubs and organizations play a vital role in the collegiate community. They provide opportunities for students to meet, socialize, be entertained, gain more knowledge, and learn new skills. You will also be able to operationalize theories and concepts learned in the classroom.

As a member of an organization you can:

- ❖ develop leadership skills and abilities;
- ❖ gain a sense of achievement;
- ❖ have a voice in shaping your campus environment;
- ❖ gain advantage in employment opportunities; and
- ❖ enjoy partnerships between faculty, staff, and other students.

To ensure success the Office of Student Leadership and Events provides students the foundation needed to maintain an effective student organization. The Office of Student Leadership and Events strives for strong, healthy organizations; organizations that can offer the membership positive and meaningful experiences.

How will my renewal application be assessed?

All renewal applicants will be assessed based on a minimum threshold criteria. The criteria will include the following:

- ❖ Submission of the application on time
- ❖ Completion of the application \*Be sure to include all the items on the checklist
- ❖ Category of the organization
- ❖ Organizational structure
- ❖ Constitution, Bylaws, Guidelines, or Operating procedures
- ❖ Alignment with the academic mission of the College
- ❖ Relevance of the organization to the mission, goals and strategic vision of York Technical College
- ❖ Advisor support
- ❖ Proposed initiatives
- ❖ Final review of application by the Office of Student Leadership and Events

We ask that you please understand that club and organization renewal requires final review and approval by the Division of Student Affairs.

Thank you for renewing your club or organization. Please contact Jennifer Roberts, Clubs and Organizations Liaison know if you have any questions about the renewal application process at 803.981.7370 or [jroberts2@yorktech.edu](mailto:jroberts2@yorktech.edu).

*Nikita L Baxter*

Nikita L Baxter  
Student Leadership and Events Coordinator

# Student Clubs and Organizations Renewal Application

(Please type or print very neatly. Statement of Purpose and Programming Plans should be typed.)

**CLUB/ORGANIZATION NAME:** \_\_\_\_\_

**CLUB/ORGANIZATION CONTACT INFORMATION: President/Official Representative**

**Student Name:** \_\_\_\_\_ **Colleague ID #:** \_\_\_\_\_

**Class Year:** 20\_\_\_\_\_ **Years at YTC:** \_\_\_\_\_

[Enter your expected year of completion and indicate your years at the College to date.]

**Phone:** \_\_\_\_\_ **Text:** Y N **YTC Email:** \_\_\_\_\_

**CLUB/ORGANIZATION CONTACT INFORMATION: Advisor**

Advisors must be current, full-time employees of York Tech.

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Text:** Y N **YTC Email:** \_\_\_\_\_

**\*\*\* Organization officers are required to have a minimum of a 2.0 cumulative GPA.\*\*\***

Student organization officers agree and accept the rights, responsibilities, and privileges associated with being a registered student organization at York Technical College. Officers further agree to uphold all the guidelines and policies of York Technical College. The Student Activities Coordinator reserves the right to access student records to determine officer eligibility.

<b>Name</b>	<b>Colleague ID #</b>	<b>President</b>
<b>Phone</b> Text: Y N	<b>YTC Email</b>	<b>Signature</b>
<b>Name</b>	<b>Colleague ID #</b>	<b>Vice President</b>
<b>Phone</b> Text: Y N	<b>YTC Email</b>	<b>Signature</b>
<b>Name</b>	<b>Colleague ID #</b>	<b>Secretary</b>
<b>Phone</b> Text: Y N	<b>YTC Email</b>	<b>Signature</b>
<b>Name</b>	<b>Colleague ID #</b>	<b>Treasurer</b>
<b>Phone</b> Text: Y N	<b>YTC Email</b>	<b>Signature</b>

Constitution & By-laws: Most recent **electronic** constitution and by-laws must be submitted with renewal form. Have any revisions been made to the constitution and/or by-laws in the past academic year?

\_\_\_\_\_ Yes      \_\_\_\_\_ No

**OFFICE USE ONLY**

Date Received in Office of Student Leadership and Events: \_\_\_\_\_ Received by: \_\_\_\_\_

# Student Clubs and Organizations Renewal Application

(Please type or print very neatly. Statement of Purpose and Programming Plans should be typed.)

An essential prerequisite for a student organization to be approved is that it has educational importance and that its objectives be clearly explained in a proposed charter. Prior to consideration for approval as an organization, a constitution or by-laws must be prepared, a full-time faculty member must be identified who is willing to serve as advisor, and the names of the **five (5)** organization members must be submitted.

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## STATEMENT OF PURPOSE

**Attach a sheet** with the Statement of Purpose reaffirming the goals for your student organization and addressing how your organization aligns with the mission of the College. Include your short and long term organization goals.

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## CLUB/ORGANIZATION CATEGORY

(Circle all that apply but please designate the dominant category with an asterisk\*):

Academic	Performance	Service
Diversity	Politically/Socially Active	Social
Entertainment	Pre-Professional	Sports/Recreation
Multicultural	Religious	Other: _____

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## PROGRAMMING/ACTIVITY PLANS

**Attach a sheet** detailing your plans for the upcoming academic year. If you have already worked out your calendar of events, you should include that. Describe any campus-wide activities you would like to host. What service projects or volunteer interests do you plan to pursue? Are you looking for ways to collaborate with other clubs/organizations or departments on campus? If you are a re-registering group, are you planning on repeating any past activities? Please include your rationale for selecting these programming elements. How will they help you fulfill the purpose of your club/organization?

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## STATEMENT OF COMMITMENT: **President/Official Student Representative**

I affirm that the information contained in this registration packet and its accompanying documents is true and correct to the best of my knowledge. As Official Student Representative, I commit to overseeing this club/organization in a manner befitting its stated purpose and according to the constitution and by-laws submitted. I understand it is my responsibility to follow the guidelines for clubs/organizations laid out in *The Handbook for Student Organizations*.

\_\_\_\_\_  
Official Student Representative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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## STATEMENT OF COMMITMENT: **Primary Advisor**

I am familiar with the duties and responsibilities of a club/organization Advisor and agree to serve as Advisor to this club/organization for the 2019–2020 Academic Year.

\_\_\_\_\_  
Advisor

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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## OFFICE USE ONLY

Date Received in Office of Student Leadership and Events: \_\_\_\_\_ Received by: \_\_\_\_\_

Club/Organization Name: \_\_\_\_\_

Academic Term: \_\_\_\_\_

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

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

### STUDENT PARTICIPANT ROSTER

Signatures and names of **five (5)** or more students are required to maintain an organization. All who sign the roster must be current York Technical College students (part-time or full-time). **Organization officers are required to have a minimum of a 2.0 cumulative GPA.** Student organization officers agree and accept the rights, responsibilities, and privileges associated with being a registered student organization at York Technical College. Officers further agree to uphold all the guidelines and policies of York Technical College. The Student Activities Coordinator reserves the right to access student records to determine officer eligibility. **If you have not yet held elections for the upcoming academic year, you may write "TBD" in the "position held" field and update the form once elections are complete.**

By my signature below, I indicate I am a current York Technical College student and I agree to support the proposed organization by participating as a member or an officer.

Name	Colleague ID #	Position Held
Phone Text: Y N	YTC Email	Signature
Name	Colleague ID #	Position Held
Phone Text: Y N	YTC Email	Signature
Name	Colleague ID #	Position Held
Phone Text: Y N	YTC Email	Signature
Name	Colleague ID #	Position Held
Phone Text: Y N	YTC Email	Signature
Name	Colleague ID #	Position Held
Phone Text: Y N	YTC Email	Signature
Name	Colleague ID #	Position Held
Phone Text: Y N	YTC Email	Signature
Name	Colleague ID #	Position Held
Phone Text: Y N	YTC Email	Signature
Name	Colleague ID #	Position Held
Phone Text: Y N	YTC Email	Signature
Name	Colleague ID #	Position Held
Phone Text: Y N	YTC Email	Signature
Name	Colleague ID #	Position Held
Phone Text: Y N	YTC Email	Signature

<b>OFFICE USE ONLY</b>	
Date Received in Office of Student Leadership and Events: _____	Received by: _____

# Student Clubs and Organizations 2019–2020 Funding Information

**CLUB/ORGANIZATION NAME:** \_\_\_\_\_

**ADVISOR:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **Text:** Y N **YTC EMAIL:** \_\_\_\_\_

**PRESIDENT/OFFICIAL STUDENT REPRESENTATIVE:** \_\_\_\_\_

**Colleague ID#:** \_\_\_\_\_ **YTC EMAIL:** \_\_\_\_\_

**TREASURER/FISCAL LEADER:** \_\_\_\_\_

**Colleague ID#:** \_\_\_\_\_ **YTC EMAIL:** \_\_\_\_\_

**Projected Overall Expenses (Expenses less Income):** \_\_\_\_\_

## EXPENSES & INCOME OVERVIEW

(Use the budget worksheets on the following pages to help complete your expense & income overview)

### Expenses

Operating Expenses: \_\_\_\_\_

Event/Program Expenses: \_\_\_\_\_

Travel Expenses: \_\_\_\_\_

Equipment Expenses: \_\_\_\_\_

**Total Expenses:** \_\_\_\_\_

### Income

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

Fundraising: \_\_\_\_\_

**Total Income:** \_\_\_\_\_

**Please initial to show that you have reviewed and approved this request.**

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

Pres./OSR: \_\_\_\_\_

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

**On a separate sheet, please address the following:**

### FUNDING NEEDS

What events/programs will your organization be participating in during this coming year that would require funds? Please give as much information as possible (dates, locations, prices, etc.).

### FUNDING HISTORY *(For re-registering clubs/organizations)*

What was your 2018-2019 budget? How did you make use of your funds? Did you use the \$100 allocated to you by the Office of Student Leadership and Events? If so, what did those funds go toward? If not, why not? Did you have an additional source of funds? What, if any, changes have you made to your budgeting approach for the 2019-2020 academic year?

#### OFFICE USE ONLY

Date Received in Office of Student Leadership and Events: \_\_\_\_\_ Received by: \_\_\_\_\_



### TRAVEL EXPENSES

List any anticipated expenses associated with any off-campus activities you plan to participate in. Calculate transportation to and from the site (vehicle rental, fuel, lodging, etc.).

Item	Rationale	Cost
<b>TOTAL</b>		<b>\$ _____</b>

### EQUIPMENT EXPENSES

List any anticipated expenses associated with any permanent equipment you would like purchase use by your club/organization (either in exclusivity or for shared use by other groups or departments).

Item	Rationale	Cost
<b>TOTAL</b>		<b>\$ _____</b>

## INCOME

### DUES

Will you be collecting any sort of dues from members? How many members do you expect? What will dues be used for? Will dues be collected annually or every semester? What will the dues charge be?

**Dues Collected?**      Y      N      **If yes, when?**      Semester      Annually

Number of Members:      \_\_\_\_\_  
Amount of Dues:      \_\_\_\_\_  
Total Dues Collected:      \_\_\_\_\_

### FUNDRAISING

List potential fundraisers and expected income.

Fundraiser Description	Cost	
<b>TOTAL</b>		<b>\$ _____</b>