



## New Student Club Proposal

The following policies and procedures regarding the development of student groups are established to provide an orderly and timely process for official recognition. It is acknowledged that some groups of students may wish to meet on an informal basis; therefore, development of a constitution and formal structure are not necessary, *but encouraged*. A **student interest group** can be formed as noted below. A student group anticipating a more permanent function and seeking increased College funding will go through a process of recognition. This process will include a period of interim recognition for one academic semester of development. During this time, the constitution should be written, membership advocated, and leadership of the group established. The group should also become familiar with College and Office of Student Life policies.

## Recognition of Student Interest Groups

Any group of students wishing to form a student interest group should submit an **Application for Student Interest Group** to the Office of Student Life. Notice of approval or disapproval will be determined by the Dean of Students.

Four (4) current J. Sargeant Reynolds Community College students are needed to form a student interest group.

Only current J. Sargeant Reynolds Community College students may start and join a student interest group.

Student interest groups may receive funding upon approval.

Student interest groups may request to use campus locations for meetings and activities.

## Application for Student Interest Group

Name of Student Interest Group: \_\_\_\_\_

Brief Description of Purpose:

Goals and Objectives of Group (Please list 2 to 3):

Names, student IDs and Signatures of Four (4) Interested Students:

	PRINT NAME	ID #	SIGNATURE:
1.			
2.			
3.			
4.			

Please provide the name and information for a contact person in the group.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Phone Number: \_\_\_\_\_ EMPLID: \_\_\_\_\_ Email: \_\_\_\_\_

Please provide the name and contact information for the faculty advisor for this group. If you have not already selected a faculty advisor, the Office of Student Life will assist you in finding a faculty advisor. Please note that a permanent faculty advisor must be determined within one academic semester.

Advisor Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

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The following is to be completed by the Office of Student Life:

Submitted to Student Life on: \_\_\_\_\_ Approved or Denied? \_\_\_\_\_

Signature of Counselor for Student Life: \_\_\_\_\_

Signature of AVP of Student Affairs: \_\_\_\_\_