# Student Group Checklist

This checklist is a tool for new and continuing student groups/clubs/organizations to make sure they have completed the necessary requirements and can provide needed documentation to start or continue a student organization at Eastern Gateway Community College. All requirements must be completed prior to the recognition of the club by the college.

- *Continuing* clubs/organizations must have these requirements completed and submitted to the Office of Student Activities by the end of the second week of the Fall Semester to be recognized for the academic year (fall/spring/summer) in which they wish to be active.
- *New* clubs must have these requirements completed and submitted to the Office of Student Activities before they can be considered an active and recognized student group.

**Club/Group/Organization: _____ Semester/Year: _____**

**Annual Requirements**

❑ Complete the student group/club registration form (chartering), which includes:
  o Official Student Group Name (or other nicknames/abbreviations, etc)
  o Name(s) of Advisor(s) and contact information
  o Stated purpose of the group
  o How the group aligns with EGCC's mission and core values
  o Type of group
  o Meeting schedule and modality
  o Membership and eligibility requirements (if applicable)
  o Community service plans
  o Officers' names and contact information (if applicable)
  o Elections process (if applicable)
  o Financial information

❑ Submit a Constitution and/or By-Laws for review, as well as any pre-established charters, with your registration form. (A basic by-laws template is available for groups that do not have these already).

❑ Complete and submit the Student Group/Club/Organization Advisor Agreement

❑ Determine learning outcomes based on co-curricular assessment, and work with the Assessment Office to submit this in Nuventive

❑ Attend EGCC Student Leadership Summit with at least three (3) student members of the group

**On-Going Requirements**

❑ Establish and maintain a roster of members

❑ Submit meetings to Events Coordinator using this form to be included on the college calendar.

❑ Send any meeting information to the Office of Student Activities for their weekly newsletter emails no later than the Friday prior to the week you'd like it announced

❑ Ensure all members and advisors have completed the Collin's Law Anti-Hazing Training Module

❑ Send upcoming meeting agenda, previous meeting minutes, and link to join virtually (if applicable) no less than 24hrs prior to the meeting

Completed by: _____ Email: _____

Annual Requirements Completed: _____ Date Verified by Office of Student Activities: _____