

Club Continuation Form

Must be completed by May 1st in order to be considered official and active for the following year

GRAND CANYON UNIVERSITY™

General Info:

Club Type (Select One): PSO UMO USO Ad Hoc

Name of Club/Org: _____

Current President: _____

Future President: _____

Current Advisor: _____

Continuing? Yes No

Phone: _____

Email: _____

New Advisor (if applicable): _____

*****Additional documents to be attached:*****

- Completed **Web Info Sheet**
- Completed **Advisor Agreement Form** (See Attached).
- Updated Student organization **constitution and bylaws** (If Applicable).

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Student Organization Agreement

SECTION I. BASIC INFORMATION

School Year: _____

Group Name: _____

PRESIDENT (required)

Name: _____

GCU ID No: _____

Box No: _____

Phone: _____

Email: _____

VICE-PRESIDENT (required)

Name: _____

GCU ID No: _____

Box No: _____

Phone: _____

Email: _____

TREASURER* (see below)

Name: _____

GCU ID No: _____

Box No: _____

Phone: _____

Email: _____

SECRETARY (If Applicable)

Name: _____

GCU ID No: _____

Box No: _____

Phone: _____

Email: _____

UPDATED MISSION STATEMENT

(If Applicable)

***All clubs that plan to fundraise or handle money in ANY form or fashion MUST have an elected treasurer.**

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CLUBS AND ORGANIZATIONS AGREEMENT FORM

As a Club or Organization at Grand Canyon University there are certain responsibilities that must be adhered to in order to maintain University endorsement. Those responsibilities are outlined in the following document. As a recognized club, we the
(.....insert club/organization name.....) agree to the following responsibilities:

1. To function within the University mission, guidelines, and policies.
2. An officer from the organization will attend all mandatory meetings set by the Office of Student Affairs.
3. A Club must congregate a minimum of once each month.
4. Dates of proposed events must be cleared through the office of Student Affairs.
5. All Club events must be registered in the office of Student Affairs 10 business days in prior to the event.
6. All meetings and associated events must be registered with office of Student Affairs.
7. All off-campus events that require transportation and driver approval, which must be presented to Student Affairs a minimum 7 business days prior to the event.
8. To fully inform the advisor of all meetings planned events, and Club vision.
9. Schedule specific times to consult with the Club advisor.
10. Assume all administrative responsibilities for the club (i.e.- finances, safety, etc.)

I further understand that failure to comply with any request from the office of Student Affairs or any University Official; written, orally communicated, or otherwise jeopardizes our ability to maintain official recognition.

<u>Name</u>	<u>Position</u>	<u>Signature</u>	<u>Date</u>
	President		
	Vice President		
	Treasurer		
	Secretary		

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ADVISOR AGREEMENT FORM

In order to be considered for official recognition, every student club/organization must have a faculty/staff advisor. The advisor is an integral part of every campus organization and thus should be selected with care. The advisor's primary functions are to advise and guide the organization and also to act as a resource person for the organization.

Advisor Name: _____

Department: _____

Phone: _____

Email: _____

Title: _____ (Staff) or (Faculty)

As an advisor for: _____ (Club/Organization Name)

I agree to assume counseling and informational roles in relation to the organization by:

1. Attending mandatory "Advisor's Welcome" meeting, to be scheduled early during fall semester.
2. Assisting the organization in identifying its yearly goals and aiding in the clarification of member and officer responsibilities within the group.
3. Being an advocate for the clubs/organizations program.
4. Regularly attending scheduled meetings and being informed of all plans of action.
5. Actively participating in the planning of all on and off campus activities as well as advising the risk to avoid negligence.
- 6. Reviewing and signing all purchase orders, check requests, contracts, funding requests and any other related financial documents.**
7. Scheduling specified times during the year which organization members may consult with me.
8. Serving as a resource person to help in resolving problems and issues confronting the group through alternative solutions.
9. Assisting in the transition between incoming and outgoing officers.
10. Attending or providing an alternative faculty / staff member to attend the departure of any trip or outing sponsored by the organization.
11. Administering an end of the semester evaluation.
12. If the Advisor does not adhere to the listed policies the organization risks losing their status.

I further understand that I must notify the Student Organizations Coordinator immediately and in writing if, for any reason, I am unable to continue with my responsibilities.

Advisor Signature

Date

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SECTION II. AGREEMENT

By signing this agreement we acknowledge that we have read and understand and agree to adhere to the information described in the Student Organization Packet.

- Requirements for Official Recognition of Clubs and Organizations
- Club/Organization Advisor's Role
- Privileges and Responsibilities of Clubs and Organizations
- Funding Policy

We also agree to adhere to the responsibilities outlined for the club and the advisor in the agreement forms listed within the Student Organization Policy Manual.

**We agree to the terms and conditions stated above.
(PLEASE SIGN BELOW)**

President: _____ Date: _____

Vice-President: _____ Date: _____

Advisor: _____ Date: _____

ALL REQUIRED DOCUMENTS MUST BE INCLUDED IN THIS PACKET IN ORDER TO BE CONSIDERED FOR OFFICIAL RECOGNITION. APPLICATIONS WILL NOT BE CONSIDERED IF ALL FORMS ARE NOT TURNED IN TOGETHER.

For Office Use Only

Evaluated by: _____

Form Checklist:

Advisor Agreement Form

Event Request Form

Club and Organization Constitution

Club Application & Agreement

Recognition Status: _____

Date: _____