

## **2017-2018 Student Organization Information Packet and Budget Request Form**

This packet contains the information you will need to get your club or organization re-approved for the 2017-2018 academic year.

The attached forms are due in the Center for Student Development **no later than Friday, September 15th**. Clubs that submit forms after that date cannot be guaranteed approval status or proper funding for the academic year.

**NOTE: SEVERAL IMPORTANT CHANGES HAVE BEEN MADE FOR THE 2017-2018 ACADEMIC YEAR.** It is critical that you read this entire packet to update yourself about the changes taking place.

Please feel free to email me with any questions or concerns you may have. I look forward to helping your club or organization in whatever way possible and keeping communication open between your club or organization and the Student Government Association.

Anna Vines  
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Vice President of Finance

Brittany Premick  
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Clubs and Organization Representative

Student Government Association  
2017-2018

## La Roche College Club/Organization Recognition Renewal Form (2017-2018)

*In order for your club or organization this form MUST be submitted by Friday, September 15, in the Center for Student Development.*

Official Name of Club/Organization: \_\_\_\_\_

Purpose of Club/Organization (Mission Statement): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Primary Student Contact:

Name/Position: \_\_\_\_\_

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

Email Address: \_\_\_\_\_

Advisor Information:

Name/Department: \_\_\_\_\_

Campus Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

*Also include with this form a current list of all club/organization members (including officer titles and an updated copy of the bylaws. In addition to hard copy of the bylaws, a file must be emailed to David Day (Director of Student Development) and Jeff Dailey (Assistant Director of Student Development) in order to successful complete your renewal application.*  
[david.day@laroche.edu](mailto:david.day@laroche.edu) & [jeffrey.dailey@laroche.edu](mailto:jeffrey.dailey@laroche.edu)

**Note:** By submitting this form, you verify that your club/organization agrees to its responsibilities as described in the group's bylaws as well as the policies set forth by the Student Government Association (SGA). Failure to do so may result in suspension of funding or removal or club/organization status.

Student Contact Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Club/Organization Goals and Objective Form**

*Please answer the following questions based on you club or organizations goals and projected outcomes for the 2017-2018 academic year*

Please list 3 goals that the club or organization would like to achieve?

- 1)
- 2)
- 3)

How do you plan to achieve these goals?  
*(Please use the space below)*

**Club/Organization Budget Form**  
**Operating Cycle July 2017 to June 2018**

*Please feel this form out accurately. Please do not request funding to purchase stationary items such as scissors, paper, or staples. The Center for Student Development keeps these supplies and others in their office for clubs/organizations to use.*

Name of Organization: \_\_\_\_\_

Expenses	Projected Amount
<u>Supplies</u>	\$
<u>Events</u> ( <i>hosting events on or off campus</i> )	\$
<u>Food/Refreshments</u> ( <i>food expenses other than campus catering services</i> )	\$
<u>Travel</u> ( <i>if going to a conference or function related to the clubs purpose, also see Student Engagement and Travel Grant</i> )	\$
<u>Apparel</u> ( <i>Club T-Shirts, Polos ect.</i> )	\$
<u>Other</u> ( <i>any other expenses the club may need, please submit reason for this expenses separately</i> )	\$
<b>Total Amount Requested:</b>	\$
Projected Income	Projected Amount
Fundraising Income	\$
Service Income	\$
Other (please specify)	\$
<b>Total Projected Income:</b>	\$

*Submitting this form does not guarantee funding; submitting this form means the club/organization has applied for funding. The Financial Vice President will contact you after a decision has been made concerning the amount of funding, if any, your club/organization receives.*

Name of Budget Form Preparer: \_\_\_\_\_

Signature of Preparer: \_\_\_\_\_ Date: \_\_\_\_\_

## Club/Organization Executive Board Officers List

*Please list all members of the current e-board of the club*

President

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

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

Email Address: \_\_\_\_\_

Vice-President

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

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

Email Address: \_\_\_\_\_

Treasurer

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

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

Email Address: \_\_\_\_\_

Secretary

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

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

Email Address: \_\_\_\_\_

Other Position

Position: \_\_\_\_\_

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

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

Email Address: \_\_\_\_\_

Other Position

Position: \_\_\_\_\_

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

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

Email Address: \_\_\_\_\_

Other Position

Position: \_\_\_\_\_

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

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

Email Address: \_\_\_\_\_

Other Position

Position: \_\_\_\_\_

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

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

Email Address: \_\_\_\_\_

