

PROCEDURE

Number: 52-10
Title: Request for Charter Approval for Student Organization
Responsibility: Student Services
Original Approval Date:
Last Cabinet Review: 6/3/2025
Last Revision: 6/3/2025

Reference (Policy and/or Procedure)

SBTCE:

FDTC: 50-37 Student Life

Other:

Procedure Description

Purpose

To provide a uniform procedure for requesting charter approval of all student organizations to include on-campus, online, and distance education students.

Procedure

1. The Faculty Advisor initiates the Request Form. The forms may be obtained from the Student Life Office and/or the Campus Life Web Page: <https://www.fdtc.edu/campus-life/student-organization-application/>
2. The Request Form is forwarded to the Director of Student Life.
3. Upon approval by the Director of Student Life and the AVP for Student Engagement and Success, the Request Form is forwarded to the Vice President for Student Services for approval.
4. The Request Form is then returned to the Student Life Office.
5. The Student Life Office will allocate \$75.00 to each chartered student organization at the beginning of the fall semester to assist with programming. A written request must be submitted to the Director of Student Life to obtain funding. Organizations must be chartered prior to the fall semester to qualify for funding.
6. The financial records of any student organization must be available to members of the organization at all

times.

7. All funds for student organizations will be held in a bank depository by the College. Requests for expenditures of funds will require the signature of the advisor and an officer of the organization.
8. The Business Office adheres to Tuesday and Thursday check writing days with the exception of holidays and month-end closing. Requests for a check to be written should be authorized and in the Business Office one day prior to the Tuesday or Thursday check writing dates. Only in extreme emergencies will a check be written otherwise.