

PROCEDURE

Number: 52-11
Title: Student Organization Supervision
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 guidelines for the organization and implementation of student organizations.

Procedure

It is the responsibility of the department or division (whichever is applicable) to ensure that an employee serves as an advisor to each professional student organization. These responsible individuals must ensure the proper organization and charter of new clubs and the orderly conduct of existing clubs in accordance with procedures outlined by the Student Life Office.

Each organization must complete and submit the following forms to the Office of Student Life:

1. Request for Charter Approval
2. Charter update for college organization (annually)

If the organization wishes to conduct a fundraising activity, a Fundraising Request form must be submitted to the Director of Student Life for approval prior to conducting the activity.