

[a] General Information

Student Organization: _____ Date Submitted: _____
Student Contact: _____ Position: _____ Phone Number: _____

[b] Officers

<i>Name</i>	<i>Office/Position</i>	<i>HACC ID</i>	<i>Phone / Email</i>

[c] Membership

Please list names and HACC Identification (H) numbers of at least **ten (10)** club/organization student members on the next page. *Note: Students under the age of 18 may be required to obtain parental/legal guardian permission (see College Policy 552).*

[d] Affiliations (requires College President signature)

All affiliations with outside organizations must be approved by the President of the college. List any national, state, or local organizations with which you plan to be affiliated, and attach a copy of the proposed terms of affiliation to HACC as proposed by the outside group(s).

[e] Constitution, By-laws, and Budget

If there are any changes to the constitution or bylaws, attach two updated copies to this form. A proposed budget is required to receive club funding allocation from the SGA. Examples/directions of budgets and constitutions can be found in the group packet, at www.hacc.edu/studentlife/, or from the SGA Advisor.

[f] Advisor

I am familiar with the duties of club/organization advisor and will serve as the/an advisor to the proposed student group, formally known as the _____.

Signature: _____ Date: _____ Contact: _____

Office Use Only

SGA President/VP: _____ Date: _____

SGA Advisor: _____ Date: _____

Campus Dean, Student Affairs: _____ Date: _____

[d] Membership

List names and HACC Identification (H) numbers of at least **ten (10)** club/organization student members. See College Policy #552 (Recognition of Student Organizations at Harrisburg Area Community College) for membership requirements and guidelines.

<i>Name</i>	<i>Identification (H) Number</i>	<i>Contact Information</i>
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