



# New Student Organization Registration Application

## Submit completed forms to Campus Life Office

A student organization that wishes to use college facilities must be registered with Campus Life. A group of three (3) or more enrolled students is eligible if:

- 1) its membership is limited to enrolled students, staff and faculty of Colby Community College;
- 2) it does not deny membership on the basis of race, color, religion, national origin, gender, age, disability, citizenship, veteran status, sexual orientation, gender identity or gender expression, except that a) an organization created primarily for religious purposes may restrict the right to vote or hold office to persons who subscribe to the organization's statement of faith; and b) an organization may restrict membership based on the provisions of Title IX of the Education Amendments of 1972;
- 3) it is not under disciplinary penalty prohibiting registration; and
- 4) it conducts its affairs in accordance with the college regulations and administrative rules.

**Please Note: If the registered student organization is approved, the following information (1–6) will be posted on the Campus Life Web site.**

1. **Name of proposed registered student organization:**

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2. **Type of organization (check only one):** ☐ Political ☐ Educational/Departmental  
☐ Honorary ☐ Student Governance  
☐ Professional ☐ Social  
☐ Recreational ☐ Religious ☐ Service  
☐ International/Cultural ☐ Special Interest

**3. State the registered student organization's official purpose:**

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**4. Indicate any membership requirements\***

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**\*Does your registered student organization intend to limit membership to a single gender?**    ☐ Yes    ☐ No

**5. Provide a brief statement of major activities or special interests:**

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**6. Describe any prior application(s) for registration, if any, and the action taken:**

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**7. Names, CCC ID #s and signatures of at least three (3) currently enrolled student members:**

We certify by signatures below that the above information is true and correct, and further, that the constitution and/or operational rules of this registered student organization are in accordance with the prerequisites for registration under the Student Organization Handbook, a copy of which the registered student organization has

Name (please print)	CCC ID #	Signature	Date


**President of Organization:**

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

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

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

I, the undersigned Primary Officer, on behalf of the organization and with its authority, affirm that it is in compliance, and will continue to operate in compliance with all requirements for a registered student organization. In addition, I affirm that all information given regarding the organization is true and correct.

Signature of Primary Officer: \_\_\_\_\_ Date: \_\_\_\_\_

**Full Time CCC Faculty/Staff Advisor:**

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

Campus Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Building & Room Number: \_\_\_\_\_

I, the undersigned Advisor, understand the requirements for registration and agree to serve as Advisor for the upcoming year. In addition, I understand that as the Advisor I will be cognizant of all organizational activities, aware of financial status and understand and enforce all College policies and procedures.

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

**For office use only:**

**Date Received:** \_\_\_\_\_

**Constitution Received:** ☐ Yes ☐ No

**Organizational Members Identified:** ☐ Yes ☐ No

**Officers GPA Checked:** ☐ Yes ☐ No

**Advisor Signature:** ☐ Yes ☐ No

**Organization Approved:** ☐ Yes ☐ No **Why:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_