



2025-2026 HGTC Student Organization Guide

For both new organizations and annual renewals

Introduction

Welcome to the Office of Student Engagement! We believe extra-curricular activities are a vital component of the college experience and thank you for all you do to help your students grow. All existing student organizations are required to renew their registration annually. This is typically in the spring when submitting proposals for the annual SEFAC Meeting. *New organizations may apply at any time during the year.*

The Organization Should:

- *Be composed of and led by students who currently attend Horry Georgetown Technical College and who are in good academic and behavioral standing with the college. A minimum of 3 student leaders should be identified as officers and assigned the titles of your choice.*
- *Be led by at least one Full Time HGTC Employee serving as advisor, along with at least one HGTC faculty or employee (full-time or part-time) serving as a co-advisor(s). In accordance with HR policy, advisors must utilize leave time when necessary to oversee meetings and activities taking place during normal operating hours.*
- *Participate in community service activities appropriate for your group.*
- *Participate in the Welcome Back Celebration Info Fair at the beginning of each semester.*
- *Abide by all regulations specified by the Office of Student Engagement and all HGTC College Policies and Procedures regarding Alcohol & Drugs (College Policy 9.3.3), Equal Opportunity/Non-Discrimination (College Policy 3.1.1), Field Trips/Student or Group Travel (College Policy 8.1.1 and College Procedure 8.1.1.2).*

The RULES:

1. **Contact Student Engagement** for assistance with procurement, and follow procurement guidelines located [HERE](#). Submit all expenses to Student Engagement that will be paid from your SEFAC account.
2. Submit the HGTC Fundraising Request Form on the college portal under the Employee Info & Forms prior to any fundraising events. Do not wait until the last minute, as the President gives final approval for all fundraisers.
3. Follow existing procedures regarding Travel and Field Trips that would apply to classes.
4. If you have need for basic banking, contact the Foundation to set up an account. Clubs are not permitted to open bank accounts.
5. Notify Student Engagement, Security & Maintenance of any events happening on campus property.
6. Contact the Marketing Department before creating any social media accounts or producing merchandise.
7. Contact the Print Shop to create any fliers or print materials needed. **DO NOT CREATE YOUR OWN!**

Funding & SEFAC:

The Student Engagement Fee Allocation Committee (SEFAC) provides funds for registered organizations at HGTC. The SEFAC budget is governed by a committee consisting of six students nominated by the Dean of each of the five Academic Schools and one from the Executive Director of the International Culinary Institute. Two Faculty members and one staff member complete the voting members of the committee. Non-voting members include the VP for Student Affairs, AVP for Recruitment and Engagement, Student Engagement Director & Student Engagement Coordinator. For more information, see HGTC College Policy and Procedure number 9.2.3.1 or by clicking [HERE](#).

To apply for funds, the Full Time Advisor must submit the Annual Student Organization form prior to the annual meeting. The Advisor and student representatives will be invited to submit a proposal in person at the annual meeting, generally held in the spring. Decisions on funding will be made at the meeting. Mid-year requests may also be submitted at any time and will be voted on via email.

Submission of these annual form confirms that your organization agrees to comply with all college policies regarding student organizations, equal opportunity & non-discrimination. The Office of Student Engagement will check prior violations in the academic records of all student leaders listed on this registration form. If at any time the organization no longer meets eligibility, it is no longer entitled to the privileges granted to registered student organizations and is obligated to inform the Office of Student Engagement of the change in status.

*Please direct any questions to the Office of Student Engagement
at 843-349-3688 or studentengagement@hgtc.edu*





Annual Student Organization Form 2025-2026 School Year

Name of organization: _____

This application is for _____ First Time Registration _____ Annual Renewal

If Annual Renewal, does your group have a social media account? Yes _____ No _____

Mission/Goal of the organization: _____

Officers & Advisors

The Executive Board shall consist of No Less than 3 student leaders, one Full-Time Faculty Advisor, and one Full or Part-Time Faculty or Staff Member. Advisors are NON-Voting members.

Faculty Advisor: _____

Phone: _____ Email: _____

Signature: _____

Co-Advisor: _____

Phone: _____ Email: _____

Signature: _____

Student Name (PRINT): _____ **H#:** _____

Phone: _____ Email: _____

Position Title: _____ Duties of Position Include: _____

Signature: _____

Student Name (PRINT): _____ **H#:** _____

Phone: _____ Email: _____

Position Title: _____ Duties of Position Include: _____

Signature: _____

Student Name (PRINT): _____ **H#:** _____

Phone: _____ Email: _____

Position Title: _____ Duties of Position Include: _____

Signature: _____

• The term of office for the Executive Board shall be (time period) _____

• Executive Board members must be in good academic and disciplinary standing with Horry-Georgetown Technical College, abiding by the HGTC Student Code of Conduct.

Organization Type (choose one)

____ Academic/Educational ____ Honor/Recognition ____ Religious/Spiritual ____ Social
____ Service ____ Ethnic/Cultural ____ Recreational/Sport ____ Special Interest

National Affiliation (if any) _____

Membership is open to (ex: all students enrolled in...) _____

Membership Fees (if applicable)

An annual membership fee of \$_____ is due (when?) _____ to the Treasurer.

Officer Election and Removal

- All organization officers shall be elected and will serve a term of (length?) _____
- Officer Elections will consist of the following process:
 - A. Nomination process
 - B. Elections
 - C. Run-off elections, if necessary
- In the event an officer is judged to be deficient in his/her duties or in violation of HGTC’s Student Code of Conduct (as determined by a unanimous agreement of the remaining executive officers and advisor), he/she may be removed by a two-thirds vote of the active organization membership. The advisor shall oversee the process of removal from office.

Meetings will be held on the following schedule:

Signatures of Approval

____ The Office of Student Engagement has reviewed this application and approves registration

____ The Office of Student Engagement has reviewed this application and does NOT approve registration for the following reason: _____

Student Engagement Coordinator: _____ Date: _____

Director of Student Engagement: _____ Date: _____

AVP of Recruitment & Engagement: _____ Date: _____

VP of Student Affairs: _____ Date: _____