



Annual Student Organization Agreement

This form should be completed and submitted to the Office of Student Engagement each year by September 30th. If there are mid-year changes to advisors or officers please submit an updated form. This form serves as an application for renewal of this organization in order that it may continue to use the name and facilities of Horry-Georgetown Technical College.

Organization name: _____

Purpose: _____

National Affiliation, If Any: _____

Meeting Times: _____

<p>Check appropriate box:</p> <p>Organization Status</p> <p>New, first-time organization</p> <p>Annual Renewal</p> <p>Change in officer and/or advisor</p>	<p>Check appropriate box:</p> <p>Organization's By-Laws are:</p> <p>New and attached</p> <p>Revised and attached</p> <p>No changes made</p>	<p>Complete below:</p> <p>Membership Information</p> <p>Active members</p>
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Full-time Fac/Staff Advisor: _____

Email: _____ Phone: _____

Co-Advisor: _____

Email: _____ Phone: _____

Co-Advisor: _____

Email: _____ Phone: _____

Co-Advisor: _____

Email: _____ Phone: _____

President or Chief Student Officer: _____ **Title:** _____

Email: _____ **Phone:** _____

Secondary Officer: _____ **Title:** _____

Email: _____ **Phone:** _____

Secondary Officer: _____ **Title:** _____

Email: _____ **Phone:** _____

Secondary Officer: _____ **Title:** _____

Email: _____ **Phone:** _____

- Please complete a new Annual Student Organization Agreement and notify the Office of Student Engagement immediately if the purpose of the organization changes or the officers or advisors change.
- A full-time Student Organization Advisor must be present for all club sponsored meetings and/or activities that take place on college property, as well as all off-campus activities sponsored by the organization.
- Student Organization Advisors will utilize leave time when necessary to overseeing meetings and activities taking place during normal operating hours.
- A Student Organization Advisor is responsible for submitting the SEFAC Funding Request Form to the Office of Student Engagement each Spring when notified of the annual SEFAC Annual Meeting date.
- All fundraising or events must be approved. The HGTC Fundraising Request Form can be found on the college portal under the Employee Info and Forms.
- Security and Maintenance should be notified of any events planned on college property.
- All contracts, including those for performers, speakers, contractors, etc. must be reviewed by the Procurement office. Student organization officers, members, or advisors are not permitted to sign contracts.
- Student Organization Leaders are responsible for following all Procurement Procedures found here: https://www.hgtc.edu/about_hgtc/administrativedepartments/purchasingandprocurement/employee-resources.html.

HGTC Student Club and Organization Policy Statement and Acknowledgement

Horry-Georgetown Technical College is committed to providing students an educational environment where everyone is welcome and treated with respect. HGTC prohibits discrimination on the basis of race, color, sex, national or ethnic origin, age, religion, disability, marital or family status, veteran status, political ideas, sexual orientation, gender identity, pregnancy, childbirth, or related medical conditions.

All HGTC organizations must adhere to applicable College policies and procedures which can be found at https://www.hgtc.edu/about_hgtc/administrativedepartments/humanresources/policiespracticesprocedures.html.

These policies include:

- Alcohol and Drugs (College Policy 9.3.3)
- Equal Opportunity/Non-Discrimination Statement (College Policy 3.1.1)
- Field Trips/Student or Group Travel (College Policy 8.1.1 and College Procedure 8.1.1.2)
- Fundraising by Student Club, Organization, and/or Affiliation (College Policy 9.5.6 and College Procedure 9.5.6.1)
- Student Code (College Procedure Policy 9.3.7.1)
- Student Engagement Fees (College Policy 9.2.3 and College Procedure 9.2.3.1)

Any violations of HGTC policies and/or procedures will result in a review of the status of the organization, with the possibility of suspension or revocation of HGTC's recognition of the organization.

Annual acknowledgment of the policies, by submission of this form, is required for all organizations.

Student Organization Acknowledgement

As leaders of a registered student organization at Horry-Georgetown Technical College we understand and agree to follow all applicable institutional policies and procedures.

Student Organization President's Signature _____ *Date* _____

Student Organization Advisor's Signature _____ *Date* _____

Student Organization Co -Advisor's Signature _____ *Date* _____

Student Organization Co -Advisor's Signature _____ *Date* _____

Reviewed By:

Student Organization Advisor's Chair _____ *Date* _____

Student Organization Advisor's Dean _____ *Date* _____

Director of Student Engagement _____ *Date* _____

AVP of Recruitment and Engagement _____ *Date* _____

VP of Student Affairs _____ *Date* _____

Please return signed form to the Office of Student Engagement, Rebecca Kaneiwa, Rebecca.Kaneiwa@hgtc.edu