



New Student Organization Application for Registration

Introduction to Application

To become a registered student organization at Horry Georgetown Technical College, the following steps must be complete:

1. Complete the New Student Organization Application for Registration.
2. Complete the Annual Student Organization Agreement.
3. Write the organization's By-laws.
4. Submit the three Documents listed above to the Director of Student Engagement.

Eligibility

Application to register as a student organization is a one-time process that entails responsibilities, and confers rights, including funding eligibility and access to college facilities and services. Groups may apply to register at any time during any given semester.

The New Student Organization Agreement and the Advisor Commitment form should be turned in before the beginning of each new academic year in order to receive SEFAC funding.

Your signature on the registration form means that your organization agrees to comply with all college policies regarding student organizations. 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.

The organization should:

2. Be composed and led by students who currently attend Horry-Georgetown Technical College. A minimum of 3 student leaders should be identified as officers on this form.
3. Be led by at least one Full Time HGTC Employee serving as advisor, along with any HGTC employee (full-time or part-time) serving as a co-advisor(s).
4. Select student leaders in good academic and behavioral standing with the college.
5. Prepare By-Laws that outline the organization's name, purpose, governances/operating procedures, etc. It is highly encouraged to view and use the example template on the Student Engagement webpage, https://www.hgtc.edu/current_students/studentengagement/clubs-and-orgs/index.html.
6. Participate in community service activities.
7. Participate in each Welcome Back Celebration at the beginning of the semester.
8. Abide by all regulations specified by the Office of Student Engagement and all HGTC College Policies and Procedures.

Instructions for Completing this Form

Section A – Organization Information

1. Organization Name – Full name of the organization.
2. Organization Mission – This concise statement could be published in various locations.
3. Organization Type – Listed below are eight categories by which student organizations may be classified in the Office of Student Engagement records and other publications. Select the category that best describes your organization.
 - Academic/Educational – Serve to meet the academic and educational needs of students.
 - Ethnic/Cultural – Focus on ethnic, cultural, and diversity issues, and meet the needs of minority or unrepresented students.
 - Honor/Recognition– Serve as honoraria or recognize significant academic, service and/or leadership.
 - Recreational/Sports – Focus on meeting the recreational/sports needs of students.
 - Religious/Spiritual – Focus on meeting the spiritual needs of students.
 - Service – Provide opportunities for student involvement in community service.
 - Social – Meet the needs of students in social settings.
 - Special Interest – Meet the needs of other student interests.
4. Membership Requirements – List any requirements for membership eligibility if applicable – must be non-discriminatory.
5. Typical Organizational Activities – List the types of activities that your organization will be sponsoring or providing for the membership.

Section B – Membership Fees

1. Indicate the amount of dues to be paid (if any) and whether they are monthly, yearly, or semester dues.

Section C – Fundraising Programs/Activities

1. List the type(s) of fundraising programs or activities the organization plans to participate in during the year.
 - All minor and major fundraising activities (car washes, bake sale, etc.) must be approved by the College President by submitting the Fundraising Request Form.

Section D – Community Service Component

1. Each organization is expected to become active in the community through volunteer activities. List activities that your organization will become involved in as an organization throughout the year: (Examples might include food/clothing drives, visiting nursing homes, beach sweep, etc.)

Section E – Advisor

1. Each organization must have an HGTC full-time staff or faculty member serve as their advisor. List all contact information available for the organization advisor.

Section F – Student Officer Information

1. The president and other officer information is a way for the Office of Student Engagement to communicate with the organization. All student and advisors listed on this form will be kept on record in the Office of Student Engagement.
2. Frequent correspondence via email will occur during the academic year. Much of the communication provided by the Office of Student Engagement will be conducted via email; thus, it is imperative that student organization leaders check their email on a regular and continuing basis.

Section G – Members

1. Review all information in the application thoroughly and provide all required signatures.



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Section A – Organization Information

Academic Year: _____ Date of Application: _____

Organization Name: _____

Organization Mission:

Organization Type (check one that applies the most):

Academic/Educational

Honor/Recognition

Religious/Spiritual

Social

Service

Ethnic/Cultural

Recreational/Sport

Special Interest

Membership Requirements, if applicable:

Typical Organization Activities:

Section B – Membership Fees

Amount: _____ (Check one): Monthly Yearly Per Semester

Only Once No Fees

Section C – Fundraising Plans

Section D – Community Service Plans

Section E – Advisor(s)

Full-time Faculty/Staff Advisor: _____

Email: _____

Phone: _____ Office: _____

Co-Advisor _____

Email: _____

Phone: _____ Office: _____

Co-Advisor: _____

Email: _____

Phone: _____ Office: _____

Section F – Student Officers

1. Name: _____ Officer Title: _____

E-mail: _____ H#: _____

Primary Phone: _____ Secondary Phone: _____

2. Name: _____ Officer Title: _____

E-mail: _____ H#: _____

Primary Phone: _____ Secondary Phone: _____

3. Name: _____ Officer Title: _____

E-mail: _____ H#: _____

Primary Phone: _____ Secondary Phone: _____

4. Name: _____ Officer Title: _____

E-mail: _____ H#: _____

Primary Phone: _____ Secondary Phone: _____

Please attach an additional sheet with student officer and/or co-advisor information if applicable.

Section G – Signatures

I understand that the Office of Student Engagement will check for prior violations in the academic records of all student leaders listed on this registration form and take appropriate action.

My signature indicates that I will help ensure that my organization complies with the college Equal Opportunity/Non-Discrimination Statement, Student Code, and all other policies governing student organizations and related activities, as published by Horry Georgetown Technical College, and will maintain all other eligibility requirements for registration.

I have included the following documents along with this application:

- Annual Student Organization Agreement
- Most current Student Organization By-Laws

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* _____

Please return signed form to the Office of Student Engagement

Office of Student Engagement

- The Office of Student Engagement has reviewed this application and approves registration for this Student Organization
- The Office of Student Engagement has reviewed this application and does NOT approve registration for this Student Organization due to:

Director of Student Engagement _____ *Date* _____

AVP of Recruitment and Engagement _____ *Date* _____

VP of Student Affairs _____ *Date* _____