

CLUBS  
RECOGNIZED GROUPS  
ORGANIZATIONS

ASC GROUPS APPLICATION

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

Phone: \_\_\_\_\_ Box: \_\_\_\_\_

Date Applied: \_\_\_\_\_

Name of group: \_\_\_\_\_

Representative(s): \_\_\_\_\_

Please check which status you are applying for: (please see descriptions to determine)

ASC Club  (Please attach form \_\_\_\_\_)

ASC Recognized Group

ASC Organization (Please attach form \_\_\_\_\_)

Event Production

Service Provider

What is your club or group's purpose? For clubs, please include short-term and long-term goals of the club. For organizations, please include the possible benefits to the George Fox Community.

(Please attach additional paper if needed)

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How often does your group meet? \_\_\_\_\_

How many members does your group have? \_\_\_\_\_

Has your group ever applied to be an ASC Club or Recognized Group before? \_\_\_\_\_

If you are applying for Club status, has there been a similar ASC Club before? \_\_\_\_\_

If you are applying as a Club, do you wish to be funded? \_\_\_\_\_

If yes, briefly describe the situation. (Please attach additional paper if needed) \_\_\_\_\_

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CLUBS  
RECOGNIZED GROUPS  
ORGANIZATION

George Fox University  
ASC Club Petition

Please acquire 25 student signatures and 3 Central Committee signatures.

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|-----------|-----------|
| 1. _____  | 2. _____  |
| 3. _____  | 4. _____  |
| 5. _____  | 6. _____  |
| 7. _____  | 8. _____  |
| 9. _____  | 10. _____ |
| 11. _____ | 12. _____ |
| 13. _____ | 14. _____ |
| 15. _____ | 16. _____ |
| 17. _____ | 18. _____ |
| 19. _____ | 20. _____ |
| 21. _____ | 22. _____ |
| 23. _____ | 24. _____ |
| 25. _____ |           |

ASC Central Committee Signatures

- |          |          |
|----------|----------|
| 1. _____ | 2. _____ |
| 3. _____ |          |

Please return this form completed to the ASC Secretary in Box B with your Club Application and Objectives.

## CLUB/RECOGNIZED GROUP PRIVILEGES & RESPONSIBILITIES

To become an ASC Club or Recognized Group, an ASC Groups application must be filled out and approved by Central Committee. Once approved, the ASC Clubs and Recognized Groups shall have the following privileges:

1. The ability to reserve rooms for group meetings and activities, by using the Room Reservation form.
2. The use of ASC promotional materials (including butcher paper, markers, tape).
3. The full cooperation and support of ASC, although Recognition does not imply endorsement by ASC.

In exchange for Recognition, ASC Clubs and Recognized Groups agree to accept the following responsibilities:

1. The completion and submitting to the ASC Secretary of a monthly report.
2. Liability for any and all damage sustained by a room as a result of a Recognized Group's use of the room.

The following is the process to be completed by an ASC Club and Recognized Group in order to reserve a room:

1. The Group shall complete a Room Reservation form and turn it in to the ASC Secretary.
2. ASC shall forward the form to Event Services (if they feel there is reasonable assurance that damage will not occur, and if the group has not had any previous complaints from Event Services.)
3. Event Services shall evaluate the form and give a decision to ASC (based on room availability).
4. If permission is granted, the Group shall use the room in accordance with the purposes stated in the reservation form.
5. If damage is sustained by a room, Event Services shall notify ASC, which will in turn hold the Group liable for the damage.

## ARTICLE V – ASC CLUBS AND RECOGNIZED GROUPS

### Section 1. Creating a Club

1. Submit a Club Petition with a completed Club Goals and Objectives form, to the ASC Secretary for approval from Central Committee.
2. If approved by Central Committee, the club will be permitted to function for one year and receive the club privileges mentioned in Section III. If approved, the club will have continuing club status.
3. All clubs will be subject to an annual review by the ASC Central Committee citing accomplishments of proposed objectives and reevaluations of its legitimate role as an official club on the George Fox University campus.
4. There is a limit of 15 clubs that will be awarded ASC club funds. If all 15 spots are filled and another club wishes this type of status, they will be put on a waiting list to receive funds. They may be sponsored as an official club with the exception of receiving funding. They may receive club funds when another club is declared defunct.

### Section 2. Declaring a Club Defunct

1. If, in the estimation of a Central Committee member, a club fails to meet the requirements of Section IV, he/she shall bring the club before the Central Committee for review.
2. The Central Committee, by a two-thirds (2/3) vote, may declare a club defunct.
3. The decision of the Central Committee may be appealed by a proposal of two members of that particular club to the Central Committee. The Central Committee will then make a final decision.
4. Once the club has officially been declared defunct by Central Committee, they may not petition for club status again for one complete academic school year.

### Section 3. Club Privileges

1. Cooperation and support from the ASC Secretary.
2. Inclusion in the George Fox University Handbook.
3. The right to use ASC funds for club use.

A. Each of the 15 clubs will be issued \$100 at the beginning of the year. This money may be spent for any expense the club so desires. The club will be given an account number to use on campus. This account number may be used in the computer lab, library copier, bookstore, Klages Dining Hall, Bruin's Den, and print room. For off campus expense, the club president must fill out a check request form or purchase order which will need to be approved and signed by the ASC Secretary and the ASC Treasurer.

B. National clubs are encouraged to seek financial support from their national organizations, but they will still receive the \$100.

C. Any ASC funds remaining in the club's account at the end of the academic year will be forfeited back to ASC. However, if the club has raised their own capital, it will remain in their account for their use the following year.

D. Clubs must keep ASC budget money in ASC checking account unless they have received written permission. However, clubs are encouraged to keep a separate account for money that is raised on their own.

E. Financial records must be submitted monthly to ASC and follow the guidelines in the ASC Constitution.

F. Any club that is exclusive to certain members of the student body based upon GPA, major/minor, race, ethnicity, gender or religious affiliation, is defined as an exclusive group. Clubs whose monthly meetings/activities are open to the entire student body are not considered exclusive. Exclusive groups will not receive club funds from ASC or be recognized as a club, however they are encouraged to apply for recognized group status. They are also encouraged to seek help from the specific academic program on campus or national organization that they are a part of to obtain financial aid and support.

G. Should more than 15 clubs apply for club funding by the end of the third week of the fall term, priority shall be given based on demonstrated need through an application process to be submitted to the ASC Central Committee for annual review. If, by the third week of the fall term, all 15 slots are not claimed, the remaining slots will be available on a first come first serve basis for nonexclusive clubs which might be created throughout the school year.

4. Access to and inclusion on the ASC Master Calendar for scheduling activities.

### Section 4. Club Requirements

1. A club must consist of a President, Treasurer, members of the student body, a faculty/staff advisor, and any other officers deemed necessary.
2. A club must hold regular meetings, at least once per month.
3. Each club is required to fill out a Monthly Report Form and submit it to the ASC Secretary. Monthly Report Forms will be distributed at least one week before the date they are due. Failure to turn in a Monthly Report Form will result in the club being placed on probation and possibly being declared defunct.
4. Clubs are encouraged to raise money by collecting dues (annual or one time fee) or doing fundraisers to raise working capital. This is strongly encouraged since funds provided by ASC may not cover all activities for the year.

5. Club officers are required to attend any meeting called by the ASC Secretary. Club officers will be given a minimum of one week notice of any meeting. Failure to attend one of these meetings will result in the club being placed on probation and possibly being declared defunct.
6. Each club is required to participate in “Get Involved Day” held during the Freshman Orientation weekend before classes begin.
7. Clubs are required to advertise activities, meetings, etc. to the general student population.
8. All flyers posted in the SUB must be approved and stamped by a member of Central Committee.
9. Club president is required to attend individual meetings with the ASC Secretary as deemed necessary by the Secretary.