



# Chartered Student Club Application

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Student Club Name: \_\_\_\_\_

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

President Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Advisor Name: \_\_\_\_\_ Advisor Email: \_\_\_\_\_

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**Attachments:**

Please submit the following to the Clubs Director

Student Club Information Form

Student Officer Agreement Form

List of Current Members

Advisor Confirmation Form

Dues/Income Agreement Form

Student Body Approval Petition

Current Constitution and Bylaws (Contact Clubs Director for template)

Proposed Budget for ASC Funding (Contact Clubs Director for template)



# Student Club Information Form

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Mission Statement:

Goals of the club for the academic year (possible activities, events, and trips):

How will your club add to the George Fox University community?

How often will this club meet? \_\_\_\_\_

How often will this club hold officer meetings? \_\_\_\_\_

Where will your club meet? \_\_\_\_\_

Number of current members? \_\_\_\_\_



# Student Leader Agreement Form

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*Each officer is required to read and sign this form  
Each club is required to have a minimum of 3 officers*

I have read the ASC Club Manual and fully understand the material. I am aware that the ASC Club Director is available for any questions, comments, or concerns.

**Officer Position:** \_\_\_\_\_ **Officer Name:** \_\_\_\_\_

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

**Officer Position:** \_\_\_\_\_ **Officer Name:** \_\_\_\_\_

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

**Officer Position:** \_\_\_\_\_ **Officer Name:** \_\_\_\_\_

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

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

**Officer Position:** \_\_\_\_\_ **Officer Name:** \_\_\_\_\_

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





# Advisor Confirmation Form

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Student Club Name: \_\_\_\_\_

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

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

Department (if applicable): \_\_\_\_\_

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## All Clubs

### Advisor Responsibilities

The advisor role within a student club offers university faculty and staff members the opportunity to impact George Fox students in a unique setting. Though the role requires a small level of time commitment, the rewards are immeasurable. The Club Advisor assumes a mentoring and informational role for the club in the following ways:

1. Assist the club in identifying its goals and aid the members and officers by clarifying their responsibilities within the group
2. Give final approval on funds spent for club purposes
3. Promote positive relationships between university representatives and students
4. Focus on developing the leadership skills of club officers
5. Serve as a resource person for alternative solutions to problems and to help resolve problems and issues confronting the club
6. Although ASC encourages advisors to be actively involved, clubs exist to empower students as leaders. An advisor's role is to support and guide, not to supervise. Ultimately, club officers and members should have the power to make competent and well-informed decisions on behalf of club members.

Advisors must notify the Director of Student Involvement, Executive VP and Clubs Director if, for any reason, they are unable to continue with their responsibilities.

In signing this form, I am agreeing to uphold my duty as the club's advisor as stated above:

**Advisor Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

## Organizations Only:

All Organization Presidents are required to meet monthly with the Organization advisor. These meetings are to solidify consistent communication, working to empower the President and other Organization leaders, while focusing on the Organization's mission and vision. The advisor is intended to provide continuity year to year and serve as a resource for new Presidents. The advisor also shares in the responsibility of working with the Organization leadership to meet the Organization requirements.

In signing this form, I am agreeing to uphold my duty as the Organization advisor as stated above in addition to the 6 responsibilities listed in the previous section:

**Advisor Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

\_\_\_\_\_

## Academic Clubs Only:

The organization named above is affiliated with the department listed below at George Fox University. Its activities fully relate to education, research, and the mission of the University and to the goals and objectives of this department.

Academic Department: \_\_\_\_\_ Date: \_\_\_\_\_

Department Chair Signature: \_\_\_\_\_

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



# Dues / Income Agreement Form

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Will this club charge its members dues?

Yes

No

Does this club plan on fundraising?

Yes

No

If yes, what fundraising activities will be held?

Please choose one:

This club will receive funding from its affiliated academic department

This club would like to have an account with ASC and receive ASC funding

This club would not like to receive any ASC funding and will seek funding elsewhere

This organization agrees to adhere to sound financial policies as outlined in the ASC Clubs Manual. This club agrees to establish a departmental account or ASC account if the organization is collecting income, and to have expenses approved by the Advisor or President of the club.

President Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

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

