



## Club Renewal Process

1. Logan Student Government Secretary will provide Club Presidents with a Club Renewal Package 3 weeks before last General Assembly meeting of the trimester

2. Club Renewal Package consists of 3 Forms (4 pages):

**a. Logan University Logan Student Government Club Renewal Form (2 pages)**

- Fill out the required information
  - Trimester/Year (i.e. Spring 2011)
  - Club/Organization
  - Purpose
  - Elected Positions (President, V-Pres, Secretary, Treasurer)
  - Meeting Day(s) (1<sup>st</sup> and 2<sup>nd</sup> Choice)
  - Meeting Time
  - Meeting Room (1<sup>st</sup> and 2<sup>nd</sup> Choice)
- Signature required – Faculty Advisor
- Signatures not required – Dean of Students and LSG President
- LSG Secretary will review and determine if you have filled out everything correctly and/or if there is any missing information
- If you have not completed your form correctly, the LSG Secretary will contact you directly at the telephone number provided
- LSG Secretary will then forward all completed applications to the LSG President and then the Dean of Students for the appropriate signatures.

**b. Checklist for Club Presidents (1 page)**

- Purpose: to ensure that Club Presidents are communicating with Faculty Advisors regarding activities that have taken place throughout the current trimester
- Signatures required – Faculty Advisor and Club President
- Initials required – Faculty Advisor and Club President

**c. Activity Form (1 page)**

- Fill out the required information
  - Activity Date(s) → list day(s) of week and beginning and end dates (i.e. every M & W, 8/12/13-12/5/13)
  - Starting Time → start of meeting time
  - Ending Time → end of meeting time
  - Activity Description → club meeting
  - Requesting Organization
  - Room(s) Needed → leave blank, the Office of Student Affairs will fill this out
  - Applicants Printed Name and Signature
  - Telephone number
  - Date
- Student Affairs Office will coordinate and finalize meeting day(s), meeting time(s) and room(s) requested

3. Club Presidents are responsible for filling out the Club Renewal Package (4 pages) and turning them into the LSG Secretary by the last General Assembly meeting of each trimester in order to be an active club on campus for the following trimester

4. Any questions regarding Club Renewal Process is to be directed to LSG Secretary

5. If forms are not completed by the deadline:

- a. Clubs will be required to take down information on their bulletin boards (if applicable)
- b. Clubs will not be able to meet on campus and use any rooms for meetings or speakers
- c. Clubs will not be able to organize any on-campus events or speakers
- d. Clubs will not be able to access their club hour funds
- e. Clubs will not be able to sign up for club hour opportunities