

2011-2012 Club Continuance

Form A- General Information



The **Club Continuance process** is for current clubs wishing to **continue** their status as an official Seattle Pacific University student organization. Official club status provides a club access to funding and other resources, leadership development opportunities, and connections to other student leaders. The following application should be completed early spring quarter by the new or returning club president for the 2011-2012 academic year.

Club Continuance Application:

The following components make up the Club Continuance Application Packet. All portions must be completed in full and submitted together in order for the continuance application to be processed. Please initial that each component has been completed.

- _____ Club Continuance Form A- *General Information*
- _____ Club Continuance Form B- *Club Leadership Information*
- _____ Club Continuance Form C- *Club Leader Agreement*
- _____ Club Continuance Form D- *Advisor Agreement*
- _____ Club Continuance Form E- *Club Statement*
- _____ Updated and revised Constitution and Bylaws (email to krummk@spu.edu)

Mandatory 2011-2012 Club Events:

- Club Orientation (Fall Qtr.)
- Involve-O-Rama (Fall **AND** Winter Qtr.)
- Club Leader Appreciation (Spring Qtr.)

By signing this form, you certify that you have read and understand the Club Continuance process and have completed and submitted all components. In addition, you ensure that your club will attend and have representation at all mandatory club events during the 2011-2012 academic year.

Club President Signature Date

Financial Officer Signature Date

Advisor Signature Date

Club Continuance Application Packets are Due by 5 p.m. Monday, May 2nd
Questions? Contact Katie Krumm krummk@spu.edu or Brittany Allen assp-vpca@spu.edu

(Office Use Only)

Received by: _____ Date: _____

Processed by: _____ Date: _____

Status: Approved Pending Denied

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Form B- Leadership Information



Club Name: _____

Please complete the following club leadership information for the 2011-2012 academic year:

President Name: _____
 New Returning

Class Standing (11-12): _____

Phone Number: _____

Email: _____

Signature: _____ **Date:** _____

Financial Officer: _____
 New Returning

Class Standing (11-12): _____

Phone Number: _____

Email: _____

Signature: _____ **Date:** _____

(Optional) **Officer Name:** _____

Position: _____

Class Standing (11-12): _____

Phone Number: _____

Email: _____

Signature: _____ **Date:** _____

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Form C- Leadership Agreement



As a club leader, you play a critical role on SPU's campus!

By becoming a club leader, you are moving beyond your passion for an issue, cause, or activity to leading people in that issue, cause, or activity. You will face challenges like running meetings, motivating people, and balancing your studies with leadership and organizational responsibilities. Please read over the following responsibilities. Thank you for taking the time to lead and to learn. Vibrant campus life is dependent on leaders like you!

- Set a vision for the organization and/or set goals for the year through the *Club Charter* process and/or the *Club Continuance* process
- Maintain you club's active presence on SPU's campus through thoughtful and intentional programming related to the mission and goals of your club
- Responsibly represent your club and ASSP to the campus and surrounding communities
- Meet as a club at least once per quarter
- Schedule regular meetings with your faculty/staff advisor
- Commit to regular communication with the Club Executive and/or the ASSP Vice President for Campus Activities
- Complete and submit program request forms for all planned events
- Complete and submit program assessment forms for all planned events
- Maintain accurate financial records and make responsible fiscal decisions
- Attend all mandatory club events including but not limited to:
 - Club Orientation (Fall Qtr.)
 - Involve-O-Rama (Fall **AND** Winter Qtr.)
 - Club Leader Appreciation (Spring Qtr.)
- Maintain good academic standing and exercise good judgment consistent with the Lifestyle Expectations of SPU.

By signing this form, I have read, understand, and agree to uphold the responsibilities outlined above.

Name: _____ **Date:** _____

Signature: _____

Club Name: _____ **Leadership Position:** _____

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Form D- Advisor Agreement



Every club must have an advisor who is a full-time faculty or staff member at Seattle Pacific University.

The advisor is intended to serve students as a resource, confidant, support, and role model. The exact role of the advisor will vary for each club depending on the desires of the group, its leadership, structure, and purpose. In order to serve as an advisor, faculty or staff must sign an **Advisor Agreement** which outlines the required and suggested roles of an advisor.

As outlined by the Student Organization Resource Manual (Club Manual) and the Club Continuance process, the following duties are **required** of a club advisor:

- Verify the club's founding documents and/or updated constitution and bylaws
- Verify the club's updated officer information
- Sign off on all planned programming and expenditures
- Promote student awareness of, and adherence to, both club and institutional policies
- Attend organizational meetings and club sponsored events when necessary
- Serve as a liaison, bridging the gap between students and SPU faculty and administration

Duties that are **negotiable** with club leaders include, but are certainly not limited to the following:

- Meet regularly with club leadership
- Assist the club in formulating long-range goals
- Provide mentorship for the club members and leadership
- Provide insight and accountability for the financial/budget process
- Offer assistance with conflict mediation
- Serve as a resource person for alternative solutions to problems confronting the club
- Assist in evaluating club projects, performance, and progress
- Help groups transition to new leadership each year

By signing this agreement, the SPU faculty/staff member certifies that he or she will fulfill the duties of a registered student organization advisor to the best of their ability and that he or she has read, understands, and agrees to act in accordance with the policies outlined in the Student Organization Resource Manual. The manual is accessible from the ASSP website. University faculty or staff with any questions regarding these policies or the role of a club advisor should contact Jessica Carter jacarter@spu.edu in the office of Student Programs (x2689).

Club Name: _____

Advisor Name: _____ Campus Department: _____
 New Returning

Advisor Signature: _____ Campus Address: _____

Campus Phone: _____ Campus Email: _____

Cell Phone: _____ Date: _____

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Form E- Club Statement



Name: _____

Club Name: _____

A vibrant campus culture at SPU is dependent upon student clubs and organizations. Please take a few minutes to reflect on your club's efforts and accomplishments. Allow these reflections to inform the goals you will set for your club during 2011-2012.

Please respond to the following two questions:

How has your club benefited the SPU community over the last academic year?

What does your club or organization hope to accomplish during the 2011-2012 academic year?