NEW CLUB APPLICATION CHECKLIST

Before completing the attached forms, please be sure to read the information located in the How to Start a New Club booklet

To achieve **temporary status**, please complete:

- □ Temporary Club Status Application
- □ Club and Organization Membership Roster (preliminary)

To achieve **active status**, please submit:

- □ Club Review
- □ Expectations and Responsibilities of a Club & Advisor Form
- □ Club and Organization Membership Roster (final)
- □ A signed Waiver of Liability, Indemnification, and Release (Participation/Waiver Form) for each member
- □ Electronic Copy of your Club’s Constitution & By Laws
  Submit to Amanda.Lilgreen@normandale.edu – Subject: Club Name’s Constitution

Forms are also available online at http://www.normandale.edu/studentlife

If you have any questions please contact
Amanda Lilgreen (Student Life Program Coordinator):
952-358-8848 or email at Amanda.lilgreen@normandale.edu
TEMPORARY CLUB STATUS APPLICATION

Name of Proposed Club: _________________________________________________________

Date of Application: ______ / ______ / _______
Month Day Year

Normandale Student Contact/Leader completing application:

Name: __________________________ Phone: ________________________

Address: ___________________________________________________________________

City: ___________________________ State: _______ Zip: _____________

Preferred Email: ____________________________________________________________

Normandale Faculty/Staff willing to serve as advisor:

Name: _________________________________________________

Campus Address: ____________________ Campus Phone: _____________________

Email: _________________________________________________________________

Purpose of Club: _______________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________

Please attach a list of potential members.

______________________________

Return this application to:
Amanda Lilgreen, K1425
952-358-8848

______________________________

(For Office Use Only Below This Line)

Temporary Club Status Recommended By
Student Life Program Coordinator

Temporary Club Status Granted By Student Senate

Temporary Club Status Expires

Date: _________________________ Date: ___________________________ Date: _________________
Section I.

Name of Group ______________________________________________

Number of Members__________ (Attach current Membership Roster)

Section II. Officers

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Section III. Constitution

We have submitted an updated electronic copy of our constitution.

Section IV. Advisor

I am willing to serve as the advisor for the current academic year.

Name (please print) Date Phone Extension

Signature Email
Waiver of Liability, Indemnification, and Release

Normandale Community College
Waiver of Liability, Indemnification, and Medical Release

I have voluntarily agreed to participate in the service-learning activity, sponsored by Normandale Community College. The activity consists of service at a community organization. I am aware of the dangers and risks to my person and property involved in participating in these activities. Risks associated with my participation in the activity include, but are not limited to, loss of or damage to personal property, bodily injury, or even death. All such risks are known, understood, and assumed by me.

In consideration of the College’s agreement to permit me to participate in this activity, the receipt and sufficiency of which is hereby acknowledged, I agree as follows:

1) I agree to abide by the safety rules and regulations as set by the course instructor and community organization. Failure to do so will disqualify me from participation.

2) I, individually, and on behalf of my heirs, successors, assigns and personal representatives, hereby release and forever discharge the College, the State of Minnesota, and its employees, agents, officers, trustees and representatives (in their official and individual capacities) (“Releases”) from any and all liability whatsoever for any and all damages, losses or injuries (including death) I sustain to my person or property or both, including but not limited to any claims, demands, actions, causes of action, judgments, damages, expenses and costs, including attorney fees, which arise out of, result from, occur during, or are connected in any manner with my participation in the activity whether caused by the negligence of the Releases or otherwise; except that which is the result of gross negligence and/or wanton misconduct by the Releases.

3) I, individually, and on behalf of my heirs, successors, assigns and personal representatives, hereby agree to indemnify defend and hold harmless the College and its employees, agents, officers, trustees and representatives (in their official and individual capacities) from any and all liability, loss, damage or expense, including attorney fees, that they or any of them incur or sustain as a result of any claims, demands, actions, causes of action, judgments, damages, judgments, costs or expenses, including attorney’s fees, which arise out of, occur during, or are in any way connected with my participation in the activity.

4) I hereby consent to receive medical treatment that may be deemed advisable in the event of injury, accident or illness during this activity or event.

I agree that this Waiver, Release and Indemnification Agreement is to be construed under the laws of the State of Minnesota U.S.A.; and that if any portion is held invalid, the balance shall, notwithstanding, continue in full legal force and effect. I agree that this Agreement is to be construed broadly to provide a release, indemnification and waiver to the maximum extent permissible under applicable law.

I acknowledge that to participate in or hold a leadership position within this activity that I must meet established college and student group eligibility standards and further acknowledge that if I do not meet these standards that I will voluntarily resign from further involvement until I meet those standards.

In signing this document I hereby acknowledge that I have read this entire document, that I understand its terms, that I am at least eighteen (18) years of age, that by signing it I am giving up substantial legal rights I might otherwise have, and that I have signed it knowingly and voluntarily. If under 18, from must also be signed by parent or guardian.

Print out the waiver form, have a parent or guardian sign, and return form to the Center for Experiential Education, C1066

Student Name: ___________________________________ Birth
Date: ____________________________________________ Signed: ____________________________________________
Phone: ___________________________________________ Dated: ____________________________________________
Signed (Parent): ____________________________________
Dated: ___________________________________________
Expectations and Responsibilities of a Club & Advisor Form
Normandale Community College Student Life

Expectations & Responsibilities of a Student Group:
A Student Group receiving active status at Normandale Community College must comply with the following criteria. The Department of Student Life, the SLBC and Student Senate may review any student group, which does not adhere to these criteria, with the possibility of losing all funds and support.

1. The purpose and activities of both local and affiliated organizations are lawful, and the purpose and activities of the local are not in conflict with College and State regulations.
2. Membership of both local and affiliated organizations are open without regard to race, religion, national origin, sex or sexual preference, except where such discrimination is protected by State and Federal law and constitutions.
3. Participating membership shall include at least six (6) students of Normandale Community College. Offices of the organization shall be open only to currently enrolled students of Normandale during the semester(s) the student serves as an officer.
4. The activities of the organization must contribute to the positive development and welfare of organization members, and the organization will have direct responsibility to the student body as a whole in providing its program role. Acts, which create situations not consistent with the organization’s by-laws, rituals or policies or the policies of the college, will not be permitted.
5. The organization must have a Normandale Community College staff or faculty member as an advisor.
6. Bookkeeping and budgeting procedures are as follows:
   - Any and all funds/treasury, which belongs to the org., must be maintained in an account at Normandale Community College.
   - The Accounting office will assign an accounting number and financial statements will be provided to Student Life.
   - Information concerning disbursements of funds, if the group dissolves, must be provided for in the group’s constitution.
7. The club/organization and its members must not enter into a contract on behalf of the Minnesota State College and Universities.
8. Should oversee financial transactions of the group, which may include arranging for an audit through the accounting office.
9. Should assist with new officer orientation, making certain new officers have a copy of the handbook and any pertinent information.
10. Will participate in college sponsored and/or required advisor training and activities.
11. Will represent Normandale Community College and the State of Minnesota when dealing with the group.

Expectations & Responsibilities of a Student Group Advisor
A Club or Organization Advisor……

1. Is a full or part time member of the Normandale Community College staff or faculty;
2. Should, through regular contact with the student officers, provide opportunities and guidance for individuals to gain experience in leadership and interpersonal relationships, and their understanding of the role of the group and the student body as a whole;
3. Should be aware of the long–term purpose and goals of the group, providing long-term continuity within the group. The advisor should be familiar with the group’s history, including major changes in the group’s program.
4. Should assist in determining realistic goals for the group, and in evaluating the group’s progress towards those goals;
5. Should be well informed about all plans and activities of the group. This may be achieved through regular attendance at meetings and/or frequent consultation with student officers.
6. Should be aware of any special or emergency meetings, and should attend as many of these meetings as may be necessary;
7. Should act as a source of general information regarding Normandale policies and procedures;
8. Should oversee financial transactions of the group, which may include arranging for an audit through the accounting office;
9. Should assist with new officer orientation, making certain new officers have a copy of the handbook and any pertinent information;
10. Will participate in college sponsored and/or required advisor training and activities.
11. Will represent Normandale Community College and the State of Minnesota when dealing with the group.

Expectations & Responsibilities of the Student Group to the Advisor
Club Officers should:
1. Keep the advisor informed of what is happening in the organization, both positive and negative;
2. Invite the advisor to activities and special events;
3. Take the advisor’s schedule into consideration when arranging meetings;
4. Make the advisor feel like a welcomed member of the group, and be open and honest with the advisor;
5. Agree to know and support the policies of Normandale Community College;
6. Extend appropriate courtesies to the advisor;
7. Discuss the cooperative role between the advisor and the club, and establish reasonable expectations;
8. Allow an advisor the opportunity to express opinions on issues, which affect the welfare of the organization.
9. In case of a conflict with the advisor, officers should meet with the advisor to discuss the problem. If, after this meeting, the officers are unable to resolve the conflict, they must meet with the Student Life Program Coordinator and the Club Advisor before selecting a new advisor.

________________________________________________________________________________________
(Group’s President Signature)          Print name          Date
________________________________________________________________________________________
(Group’s Advisor Signature)            Print Name          Date
List all members of your club/org including: name, phone, student id number and email

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