CLUB REACTIVATION CHECKLIST
2014-2015

BEFORE COMPLETING THE ATTACHED FORMS, PLEASE BE SURE TO READ THE
INFORMATION LOCATED IN THE BOOKLET ON HOW TO REACTIVATE A CLUB.

PLEASE TURN IN THE FOLLOWING TO REACTIVATE A CLUB...

☐ Intent to Reactivate Form


☐ Club and Organization Membership Roster

☐ Expectations and Responsibilities of a Club Form

☐ Meet with Amanda Lilgreen or Katie Brown

☐ 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) at 952-358-8848, Kopp Student Center, K 1425 or email at
amanda.lilgreen@normandale.edu
STUDENT CLUB “INTENT TO REACTIVATE” FORM

Student Senate is responsible for recognizing all student clubs at Normandale. Once recognized, clubs must annually maintain active status with the Senate.

Please contact the Student Life Program Coordinator if you have any questions about club reactivation.

Name of Club: _____________________________________________

Student Leader Contact: ______________________________________

Mailing Address: ___________________________________________

City: _______________________ State: ________ ZIP_____________

Student Contact Phone Number: _________________________________

Student Contact Email Address: _________________________________

How many additional students are interested in reactivating this club? _______
(Please estimate a number)

Is there a faculty/staff member willing to serve as your advisor? Yes or No

If yes, who? __________________________________________

Name                 On-Campus Phone Number
__________________________________________

Email
__________________________________________

Please complete and return to Student Life if you would like to state your intent to reactivate an inactive club.

After this form is turned in to the Student Life Program Coordinator, the club will have six weeks to complete the process of becoming an active club. You will need to turn in all the materials required for annual registration.

If you have any questions please contact the student life program coordinator at 952-358-8848 or amanda.lilgreen@normandale.edu.
Club and Organization Club Review 2014-2015

Section I.

Name of Group ________________________________________________________________

Number of Members _______ (Attach current Membership Roster)

Section II. Officers

Officer Title: ________________________________________________________________
Name: ___________________________ Email: ___________________________ Phone: ________________
Address: ___________________________ City: ___________________________ Zip: ________________

Officer Title: ________________________________________________________________
Name: ___________________________ Email: ___________________________ Phone: ________________
Address: ___________________________ City: ___________________________ Zip: ________________

Officer Title: ________________________________________________________________
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Officer Title: ________________________________________________________________
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Officer Title: ________________________________________________________________
Name: ___________________________ Email: ___________________________ Phone: ________________
Address: ___________________________ City: ___________________________ Zip: ________________

Section III. Constitution

_____ We have submitted an updated electronic copy of our constitution.

Section IV. Student Life Coordinator

I am have met with the club and they have completed the appropriate paperwork.

Name (signature)              Date              Phone Extension

Waiver of Liability, Indemnification, and Release

Normandale Community College
Waiver of Liability, Indemnification, and Medical Release
I have voluntarily agreed to participate in the __________________, 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) (“Releasees”) 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 Releasees or otherwise; except that which is the result of gross negligence and/or wanton misconduct by the Releasees.

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, 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 Zone.

Student Name:___________________________________ Birth Date:________________________
Phone:________________________________________ Signed:________________________
Dated:________________________________________ TechID:______________________
Signed(Parent):________________________________ Dated:________________________

Expectations and Responsibilities of a Club & Advisor Form
Normandale Community College Student Life
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. Hazing of members in any form is not 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. Contracts for services are available through the Student Life Program Coordinator.

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

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