

Notice of Intent:
Permit to Start a New Student Club

This is to inform the Campus Administrator that I wish to initiate the formation of a new student organization or club on campus. This organization will be known as: _____ . The purpose of this organization will be to _____ .

I, the undersigned, understand that:

1. Membership must be composed of students currently registered at _____;
2. Student organizations may not discriminate against a member or prospective member on the basis of race, color, religion, sex, sexual orientation, gender, gender expression, national origin, marital status, or disability, except as specifically exempted by law;
3. The organization must obtain a Sponsor who is a full-time faculty member;
4. The organization will be allowed to use campus facilities for the purpose of organizing, developing plans and goals, and recruiting members;
5. The organization will not be allowed to sponsor speakers, fundraising activities, programs or events, or use the name of the campus until the organization has been formally recognized by the Campus Administrator;
6. The organization agrees to abide by all the rules, regulations, and policies of _____ and the District;
7. The organization will initiate the procedures for formal recognition as outlined in the *Student Club Handbook*;
8. The following documents must be on file, and updated yearly, with the Campus Bookkeeper/Secretary :
 - List of Officers
 - Bylaws
9. Unless the Campus Administrator and Campus Bookkeeper/Secretary are notified that extenuating circumstances exist, the organization's right to use campus facilities will be terminated until such time as it is formally recognized by _____.

_____/_____/_____
Student's Signature Date Sponsor's Signature Date

Print Student's Name: _____

Student I.D.: _____

E-mail & Contact #: _____

Approved by: _____ Date: _____

Campus Administrator