

# STUDENT ORGANIZATION APPLICATION FOR ACTIVE STATUS

Name of Organization: \_\_\_\_\_

## Officer Information:

Name	Position	Phone	Address
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## Interclub Council Representative: (Mandatory attendance required)

Name	Position	Phone	Address
_____	_____	_____	_____

Name of Faculty Advisor: \_\_\_\_\_

### **NOTE THE FOLLOWING**

- A copy of the organization's constitution must be filed in the Student Activities offices when this application is submitted. ICC Acknowledgement form must be on the file to obtain active status.
- Organizational constitution should include: name, purpose, membership requirements, officers and duties, time and place of meetings, method of conducting business, and a statement of the relationship of organization to the college and to student government.
- All members must be currently enrolled in San Joaquin Delta College.
- The faculty advisor must be present to constitute a legal meeting.
- All money collected by any college organization of students must be deposited with the cashier. The Accounting Department will pay by check all legitimately approved bills upon presentation of a Payment Request form, which must be signed by the organization's designated officer and the faculty advisor.

### **CONFIRMATION OF APPLICATION FOR ACTIVE STATUS BY**

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_  
Faculty Advisor

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_  
Supervisor of Student Activities

#### **FOR OFFICE USE ONLY:**

ICC ACKNOWLEDGMENT ON FILE \_\_\_\_ CONSTITUTION ON FILE \_\_\_\_ SIGNATURE CARD ON FILE \_\_\_\_