



# STUDENT ORGANIZATION RECOGNITION

## 2013-2014 Packet

**Instructions:** Please review the Student Government Association (SGA) Constitution and the Student Club and Organization Handbook before submitting this form. You can find these documents at [http://www.gbcnv.edu/student\\_life/sga.html](http://www.gbcnv.edu/student_life/sga.html).

Following review of all documents, please drop this form off at the Student Government Association office: 1500 College Pkwy. LCSL 120, Elko, Nevada 89801. This form can be emailed to [sga@gbcnv.edu](mailto:sga@gbcnv.edu) or faxed to (775) 753-2182. Once your application has been reviewed by the appropriate committees, a SGA representative will contact you. The application will then be voted on in front of the SGA Senate for final approval.

If you would like to contact the Student Government Association, you can do so by phone at (775) 753-2256 or by email at [sga@gbcnv.edu](mailto:sga@gbcnv.edu).

Date		Recognition Type <input type="checkbox"/> New <input type="checkbox"/> Renewal	
Formal Name of Organization			
<b>President</b>			
First Name	Last Name	Mi	
Email		Telephone	
<b>Vice President</b>			
First Name	Last Name	Mi	
Email		Telephone	
<b>Secretary</b>			
First Name	Last Name	Mi	
Email		Telephone	
<b>Treasurer</b>			
First Name	Last Name	Mi	
Email		Telephone	

## Student Organization Recognition 2013-2014 Packet

Primary Advisor (required)		
First Name	Last Name	Mi
Email		Telephone
Secondary Advisor (optional)		
First Name	Last Name	Mi
Email		Telephone
Organization Rationale		
Please detail how your organization will benefit the entire GBC student population:		
Agreement		
I have read and understood the SGA Constitution and the SGA Student Club and Organization Handbook in its entirety; moreover, I have given special attention to the section underlying an organization's formal purpose and its structure.		
<b>President's Signature</b>	<b>Date</b>	
<b>Secretary's Signature</b>	<b>Date</b>	
<b>Advisor's Signature</b>	<b>Date</b>	

### For Student Government Association Use Only

Approved

Declined

Date: \_\_\_\_\_

\_\_\_\_\_  
SGA Vice President Signature

\_\_\_\_\_  
SGA President Signature

\_\_\_\_\_  
SGA Advisor Signature



## GBC Student Club/Organization Advisor's Agreement

Thank you for taking the time to contribute to the co-curricular lives of the students at Great Basin College by agreeing to serve as an advisor to a student organization on campus. We hope that your experience will be enjoyable and worthwhile. The Student Government Association encourages you to sign this Advisor's Agreement, which states the expectations that the Student Government Association and your particular student organization has of you as their advisor. By establishing basic expectations at the beginning of this advising relationship, a positive working rapport can easily be built between the club and its advisor. The Student Government Association wishes you a successful year and one that is fulfilling and rewarding.

I, \_\_\_\_\_, as Advisor to the \_\_\_\_\_  
of Great Basin College agree to:

1. Meet regularly with the student organization's executive board to discuss goals, needs and events.
2. Act as fiscal advisor if the organization receives Student Government Association funding or raises money through fundraisers. The advisor must ensure that the organization spends its funds within established SGA, institutional and system-wide guidelines and are utilized for the projects listed within the organizational budget.
3. Ensure that the organization files recognition/registration paperwork annually and updates changes in organizational leadership and organization membership when necessary.
4. Attend meetings and activities in accordance with the policies and procedures of the organization.
5. Act as a resource, directing members to appropriate college offices for assistance.
6. Ensure that the organization's actions conform to the College's policies and procedures.

---

Advisor Signature

---

Date

## GBC Student Club/Organization Advisor's Agreement

Thank you for taking the time to contribute to the co-curricular lives of the students at Great Basin College by agreeing to serve as an advisor to a student organization on campus. We hope that your experience will be enjoyable and worthwhile. The Student Government Association encourages you to sign this Advisor's Agreement, which states the expectations that the Student Government Association and your particular student organization has of you as their advisor. By establishing basic expectations at the beginning of this advising relationship, a positive working rapport can easily be built between the club and its advisor. The Student Government Association wishes you a successful year and one that is fulfilling and rewarding.

I, \_\_\_\_\_, as Advisor to the \_\_\_\_\_  
of Great Basin College agree to:

1. Meet regularly with the student organization's executive board to discuss goals, needs and events.
2. Act as fiscal advisor if the organization receives Student Government Association funding or raises money through fundraisers. The advisor must ensure that the organization spends its funds within established SGA, institutional and system-wide guidelines and are utilized for the projects listed within the organizational budget.
3. Ensure that the organization files recognition/registration paperwork annually and updates changes in organizational leadership and organization membership when necessary.
4. Attend meetings and activities in accordance with the policies and procedures of the organization.
5. Act as a resource, directing members to appropriate college offices for assistance.
6. Ensure that the organization's actions conform to the College's policies and procedures.

---

Advisor Signature

---

Date

## Document Checklist

Prior to turning in your completed Student Organization Recognition Packet, please make sure you have included the following items:

Student Organization Recognition Form

Complete Member Roster

Organization Constitution/Bylaws

Meeting Times and Place

Attend SGA Club Training (Club Executive Office Holders and Advisors)

If the above documents and training are not completed and turned in, it may take longer for your club to be recognized.