



DEPARTMENT OF CAMPUS RECREATION

New Sport Club Formation Process

Please read this and follow the instructions CAREFULLY. The club formation process does take time, so we ask for your patience. We are here to answer any of your questions and to help you at any point. Good luck!

- 1. Fill out the attached "Intent to Register/Organize" form. This form gives you SIX weeks to advertise and hold meetings to recruit members. You are NOT allowed to hold events (only advertising and general meetings are permitted). Once you have the proper signatures, please turn this form into the Sport Club Office (WB 151).
2. Find ten full-time student members interested in your organization and complete a membership roster.
3. Find a full-time faculty or staff member willing to be your adviser.
4. Write a constitution. If you are associated with an off-campus organization (such as a national organization), you must ALSO submit the off-campus organization's constitution or charter.
5. Submit the Student Organization Registration packet (see Sport Club Coordinator for these documents).
6. Next, there is an approval process. The Sport Club Coordinator will read and approve (or disapprove) the constitution, request a budget, review all paperwork and submit the club to go on the SGA agenda.
7. Student Government Association Recognition. Once all forms have been completed and approved, your club/organization will be given a date to appear before SGA for recognition. The recognition of your club/organization will be submitted to the Student Senate for consideration. It will be presented as new business during their meeting and will be voted on at the following meeting. Once approved, the club is an officially recognized student organization entitled to all rights and privileges afforded to all recognized organizations.
8. You will receive a "Welcome Letter" from the Dean of Students office.
9. Have a meeting with a staff member in the appropriate areas. The purpose of the meeting it to discuss the general rules and policies of being a club on campus.

CONGRATULATIONS! You are officially a student organization on campus! If you have any questions or concerns, please call me at 843-349-2800 or e-mail Jake Rosiek at sportclubs@coastal.edu.

It is imperative that you keep this receipt for your club's records. Campus Recreation will make a copy that will be put in your club's file.

Date of Submission: Club Name:

Officer That Turned In Form: Print Signature

Staff Signature:

Signature

Date

Members @ Training Session:



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Statement of Intent to Organize/Register

Proposed name of Organization: _____

Proposed Objectives/Purpose: _____

Name of students completing this form:

Student #1

Name (Print or Type)

Signature

(____) ____ - _____

Phone

E-mail

Student #2

Name (Print or Type)

Signature

(____) ____ - _____

Phone

E-mail

Rights and Privileges:

The proposed organization may advertise and reserve rooms for the purpose of organizing for a period not to exceed six (6) weeks AS NOTED BELOW:

Non-Discrimination and Anti-Hazing Clause:

We hereby certify that the members of _____ will choose and accept new members without discrimination as to race, religion, national origin, age, disability, sexual preference, or gender. We further certify that the members of the above-named organization does not, as a part of their initiation procedures or at any other time, engage in hazing. I understand that hazing is danger or physical harm, and any act that injures, degrades, or disgraces, or tends to injure, degrade, or disgrace any fellow student, that student's consent notwithstanding.

Read Carefully.

Period of Registration: The Office of Student Activities & Leadership requires a preliminary registration for this organization which expires on _____. Provisional status allows the potential student club/organization to reserve meeting spaces, post flyers for recruitment purposes only, and hold meetings. The club is not, however, permitted to conduct fundraising activities or hold events until obtaining official recognition as a club/organization with the CCU Student Government Association.

"Provisional status" can be renewed until the club/organization is approved by the Student Government Association, if the club is making an effort to meet the necessary requirements.

Signature of Sport Club Coordinator

Please return the completed form (with all information completed) to the Sport Club Office in WB 151.

For office use only--Date Received: _____

Expiration date: _____