



Application for Student Organization/Club

Any currently enrolled Florida SouthWestern (FSW) State College student may initiate a petition for a new student organization. Students are encouraged to organize associations for academic, athletic, political, social, religious, or cultural purposes so long as they are in accordance with the philosophy and objectives of the College.

Steps for requesting a student organization:

1. Obtain a faculty/staff advisor.
2. Complete the attached application, listing all officers and the advisor(s).
3. Obtain a representative who can attend all meetings of the Student Government Association (SGA). A separate Application for Club Representative to SGA needs to be completed.
4. Type a constitution for your organization. (An example can be found in the Office of Student Life.)
5. Submit the Application for Student Organization/Club and the organization's constitution to the Office of Student Life.

What happens after submission:

1. The Office of Student Life will review your constitution with the SGA Executive Board.
2. If the constitution is in proper form, grammatically correct, and not in conflict with the FSW's Student Code of Conduct or College Operating Procedures, it will go before the SGA Student Congress.
3. A representative from the organization will be notified of the date and time of the Student Congress meeting. It is strongly encouraged that potential members and advisor of the prospective organization be present at the Student Congress meeting to address any questions.
4. If disapproved, the Student Congress will apprise the representatives of the next steps to be taken in order to get their club approved. When approved by all, the organization will be notified and provided with a Club Manual and Advisor Packet.

Official Use Only

Student Life Approval	<input type="checkbox"/> Approved	<input type="checkbox"/> Declined	Initials: _____	Date: _____
SGA E-Board Approval	<input type="checkbox"/> Approved	<input type="checkbox"/> Declined	Initials: _____	Date: _____
Student Congress Approval	<input type="checkbox"/> Approved	<input type="checkbox"/> Declined	Initials: _____	Date: _____
Comments: _____				

Application for Student Organization/Club

Organization Name: _____

Please check one of the following, which best suits your organization's genre:

☐ Academic ☐ Athletic ☐ Cultural ☐ Political ☐ Religious ☐ Social ☐ Other

Purpose of the Organization: _____

Organization Officer Roster

Position: President Name: _____

Banner ID: _____ Phone #: _____ Email: _____

Position: _____ Name: _____

Banner ID: _____ Phone #: _____ Email: _____

Position: _____ Name: _____

Banner ID: _____ Phone #: _____ Email: _____

Position: _____ Name: _____

Banner ID: _____ Phone #: _____ Email: _____

Position: Club Representative to SGA Name: _____

Banner ID: _____ Phone #: _____ Email: _____

Organization Advisor(s)

Name: _____ Campus Position: _____

Banner ID: _____ Phone #: _____ Email: _____

Name: _____ Campus Position: _____

Banner ID: _____ Phone #: _____ Email: _____

As advisor of this organization, I have read the Student Organization Advisor Handbook and understand my rights and responsibilities. By signing this application, I agree to advise this organization for the duration of at least one academic year.

Advisor Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____