



Honolulu Community College Student Life & Development Student Club Registration Form

All student clubs must complete and submit this form to begin or renew their Student Life & Development -ASUH-HCC Student Senate registration for the current academic year. The completion of this form assures student clubs of continued eligibility for those privileges provided by ASUH-HCC and the Student Life & Development Office of Honolulu Community College. All club members are expected to be aware of and to abide by College rules and regulations.

Continuing student clubs must fill out Section A and Section C of this form,
and provide the requested documents to the Student Life & Development Office.
New student clubs must fill out ALL sections of this form and return it, along with
the requested documents, to the Student Life & Development office for review and approval.

Section A: **NEW CLUB** **or** **CONTINUING CLUB** (please circle one)

Academic Year: _____

Name of Student Club/Organization: _____

Part I: OFFICERS (* = required information)

President:

*Name: _____ *Student ID # _____
 Address: _____
 City: _____ Zip Code: _____
 *Phone #: _____ *Cell/Pgr #: _____
 *E-mail Address: _____

Vice President:

*Name: _____ *Student ID # _____
 Address: _____
 City: _____ Zip Code: _____
 *Phone #: _____ *Cell/Pgr #: _____
 *E-mail Address: _____

Treasurer:

Name: _____ *Student ID # _____
 Address: _____
 City: _____ Zip Code: _____
 *Phone #: _____ *Cell/Pgr #: _____
 *E-mail Address: _____

Secretary:

*Name: _____ *Student ID # _____
 Address: _____
 City: _____ Zip Code: _____
 *Phone #: _____ *Cell/Pgr #: _____
 *E-mail Address: _____

Part II: ORGANIZATION DOCUMENTATION NEEDED

CONTINUING CLUBS MUST PROVIDE:

- (1) A copy of club minutes showing that the membership has elected and/or approved new officers.
- (2) Annual Financial Statement Form
- (3) Current Constitution and membership roster. (**ONLY** if constitutional amendments were made in prior year).

CONTINUING CLUBS – STOP HERE !! NEW CLUBS – COMPLETE BACK PAGE

Section B: PETITION TO REGISTER A NEW STUDENT CLUB

We, the individuals listed below, do hereby declare that we have agreed to join: _____ (club name).

The purpose of this organization is: _____

We affirm that we have received and read the pertinent HCC policies regarding the responsibilities of HCC registered student organizations and the various HCC policies regarding such organizations. We have also been informed that violations of these policies will be sufficient cause for the revocation of recognition as an approved HCC campus student organization.

Name:	Student ID #:
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____

Five HCC Students are required to start a club

Signature of Organizer: _____ Date: _____
Address: _____
City: _____ Zip Code: _____
Phone #: _____ Cell/Pgr: _____
E-mail Address: _____

Note: A copy of the constitution must be submitted with this form.

Section C: DESIGNATION OF FACULTY OR STAFF ADVISOR

This is to certify that I agree to serve as an advisor to the registered student organization called: _____ (club name)

I have read and received the "Responsibilities of an Advisor for a Registered Student Organization". I am and/or will become familiar with all pertinent HCC policies regarding the responsibilities of registered student organizations and various HCC policies regarding such organizations

Signature of Faculty/Staff Advisor: _____ Date: _____
Print Name: _____
Department and Division: _____
Phone #: _____ Office Ext: _____
E-mail Address: _____

Office Use Only:	
Supporting Docs Received:	Continuing Club: Minutes / Updated Con. / Mbr. List
Received By: _____	Date Submitted: _____
Approved By: _____	Date: _____
Director, Student Life & Development	