How to Form a New Oakton Student Club  
2016-2017

The Student Government Association (SGA) approves all new clubs. Under most circumstances, students are expected to form clubs. However, there are circumstances in which a prospective advisor may organize the club. New clubs may form between September 9, 2016 through March 10, 2017.

Step One: Club Formation
1. Complete a New Club Formation Petition (see below).

2. Make an appointment to meet with a member of the Student Life staff to discuss your proposed club. Please meet with a staff member at the campus at which you expect your club to be most active. Or email studentlife@oakton.edu for an appointment or assistance.

<table>
<thead>
<tr>
<th>Des Plaines Campus</th>
<th>Skokie Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room 1430</td>
<td>Room A160</td>
</tr>
<tr>
<td>(847) 635-1699</td>
<td>(847) 635-1443</td>
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3. Bring the completed petition to the meeting. The purpose of the meeting will be to get a better understanding of your goals and objectives for the proposed club and how that falls in line with the mission of the College. If the proposed club creates a liability for the College suggestions for restructuring the club will be discussed.

3. Once the goals are approved and established your request to form will be forwarded to the Student Government Association which will consider the request.

   ✔ If approved, the club will have four weeks to complete the steps required for full recognition. Pending clubs are permitted to use campus facilities.
   
   ✔ If deferred, the club will be notified of the concerns to be addressed and will be invited to address those issues and resubmit the request.

Step Two: Club Approval
Approved clubs have full rights and privileges and access to an annual budget of $100 and a possible $100 member recruitment bonus upon completion of the following steps:

- Have at least one student officer.
- Send two student members (at least one being an officer) to an Club & Organization Training Workshop. (Sign up in the Office of Student Life.)
- Have 10 members who are currently enrolled in a credit-bearing class.
- Have an advisor who is an employee (not a student employee) of the College and must attend a C & O training.
- Develop a constitution or operating document.
- Complete the budget request form if requesting additional funds.
- Submit these materials to the Office of Student Life where the information will be verified then submitted to the SGA for formal recognition.
- You will be required to attend an SGA meeting to respond to questions about your club prior to approval. SGA meets on Wednesdays at 3:30 pm in rooms 2545 at Des Plaines and C240 at Skokie.
- You should attend the SGA meeting within two weeks of submitting your paperwork.
New Club Formation Petition

Once the form is complete, make an appointment to meet with a staff member from the Office of Student Life. Bring the completed form to the meeting.

Proposed club name: ___________________________ Date: ____________

Student Responsible: ___________________________________________

B# (Oakton ID) ___________________________

Phone: ___________________________ E-mail: ___________________________

Address: _______________________________________________________

Purpose of proposed club:
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Activities of proposed club:
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Membership requirements (if any):
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

How many students are interested in joining this group? ___________________________

How will additional students be recruited?: ___________________________

____________________________________________________________________________________

Name of possible advisor(s) ___________________________________________

For office use:

Meeting Date: ____________ Staff Member: ___________________________

Date of request ____________ Date considered by SGA ____________ Approved and club forms due by ____________

Deferred to __________________ Action Required ___________________________

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