

## Student Club Recognition Process for New Clubs

**Follow the process below to start a new student club. All steps must be completed in order to be officially recognized.**

STEP	WHO/WHAT	WHAT TO DO
1.	Interested Students	<ul style="list-style-type: none"> <li>Schedule a meeting with a Student Involvement Club Liaison to discuss club idea</li> <li>Pick up New Student Club Application</li> </ul>
2.	Student Club	<ul style="list-style-type: none"> <li>Seven (7) students currently enrolled at Harper who are committed to joining your club are required</li> <li>Complete New Student Club Application</li> <li>One member must be President</li> <li>One member must be Treasurer</li> <li>Faculty/staff advisor required (Advisor Agreement required)</li> <li><b>Submit application by October 31 to the Student Involvement Office</b> in order to receive full funding. Any applications received after this date can still be recognized but will receive half funding</li> </ul>
3.	New Club Recognition Meeting	<ul style="list-style-type: none"> <li>President and Treasurer must attend a new club recognition meeting (schedule with Student Involvement Club Liaison staff)</li> <li>Review New Student Club Application and Constitution</li> <li>Receive Club Procedures Manual</li> </ul>
4.	Harper College Student Government	<ul style="list-style-type: none"> <li>HCSG reviews completed application materials</li> </ul>
5.	Club Members	<ul style="list-style-type: none"> <li>Club President and Treasurer are highly encouraged to attend new club recognition review meeting (contact HCSG for specific meeting date)</li> </ul>
6.	Harper College Student Government	<ul style="list-style-type: none"> <li>Club President, Treasurer, and Advisor will receive an email notification stating club's recognition status within 7 business days of submitting application to HCSG</li> </ul>
7.	Student Involvement Office	<ul style="list-style-type: none"> <li>New officially recognized club will be sent their account number and Financial procedures &amp; Guidelines</li> </ul>
8.	Club Members	<ul style="list-style-type: none"> <li>President and Treasurer must attend the Club Leadership Training. For current dates and times for the upcoming Club Training Sessions check on the Clubs and Organizations webpage (<i>link to webpage</i>)  <b>*Required for initial club funding</b></li> </ul>
9.	Club Advisor	<ul style="list-style-type: none"> <li>Attend a mandatory Club Financial Training (<i>schedule with Student Involvement Club Liaison</i>)  <b>*Required for initial club funding</b></li> </ul>