Student Clubs and Organizations Policy & Form

John Paul the Great Catholic University (JPCatholic) wants to offer the Student Body the opportunity to develop their leadership skills by starting clubs that go beyond the classroom out into our culture and make an impact for Christ which is what JPCatholic is about. Participation in a club that suits your interest will lead to a more enjoyable and positive college experience. Our hope is that you find something that plays to your unique strengths, so you can advance your skill set as you prepare to go out and impact the culture.

Steps to Forming a Club

1. Have at least 5 JPCatholic students, including one contact person
2. Come up with a club theme and purpose
3. Have a faculty or staff advisor (optional)
4. Form a club mission statement
5. Make up a list of events you plan to put on
6. Submit petition to Student Life for approval

Club Privileges and Expectations

1. Be able to request funding from Student Life.
2. Have use of classrooms and conference rooms for meetings with proper request and reservation.
3. You are expected to keep Student Life updated with your club news and information
4. You are expected to keep record of the attendance of your events and report that information to Student Life at the end of the quarter.
5. Safety training for officers is mandatory annually. Any new officers will be required to complete safety training before he/she assumes responsibilities.
6. Ignorance of policies is not an excuse. Registered student clubs and or organizations must follow all rules and policies in the Student Handbook.

Funding and Resources

Clubs will have the opportunity to request funding and resources for events. Funding will be granted on a case-by-case basis. Funding for an event with an open invitation for all JPCatholic students is much more likely to be granted than an exclusive event with non-student attendees. We are here to make your JPCatholic club experience as positive as possible and will work with any reasonable resources or space requests. Clubs are permitted to fundraise, but fundraising must be approved. Contact the Director of Student Life to get fundraising approval.

Use of Logo and Name of the University

The use of the JPCatholic name and or logo cannot be used with prior approval from the Student Life Department. If approval is granted, there are guidelines as to how to use the name properly and the logo.
You will be given these guidelines if approval is granted.

Event Planning

Your club is responsible for planning all of its own events. The assistance provided by JPCatholic is limited to resources, guidance, and promotion. Prior approval must be obtained for contracting outside goods and services for your event. The club must also have its members and attendees sign release forms when necessary. The club must already have an event, people to run the event, and an idea of guest list when requesting assistance. All events must follow University policies and procedures.

Club Termination of Registration

Club registration will be terminated if:

- The officers write a written terminat ion request
- The organization has not held a meeting or activity for 1 year
- The club violates regulations or policies

If any of the above is violated the club officers will receive an email of termination from the Student Life Department Once you have received the email your club is officially terminated.

Once a club is terminated, it will no longer have any student organization privileges or responsibilities

Petition to Activate or Reactivate a Club

JOHN PAUL
THE GREAT
CATHOLIC UNIVERSITY

Club Name: _____

Club Founder: _____

Purpose/Mission: _____

_____

Circle One:

Activate
(never existed before)

Reactivation
(has established advisor and funding history)

Duties of Officers: _____

Proposed Meeting Times: _____

Proposed Events: _____

Club Requirements:

1. Must have at least 5 JPCatholic students.
2. Must list updated name and information for at least one contact person.
3. Must keep attendance and minutes of meetings and events.
4. Must maintain enough members and follow all University rules to remain active.

Signatures of Preliminary Members *(by signing I agree to the rules as presented):*

Signature	Printed Name	Phone	Email
1. *(CONTACT PERSON)*			
2.			
3.			
4.			
5.			

For Administrative Use Only:

_____

SIGNATURE   *PRINTED NAME*   *DATE*

Circle One: Approved   Denied