

INSTRUCTIONS

Section A – Group Information

1. **Group Name** – Full name of the Group.
2. **Classifications** – Read all classifications and classification that appropriately describes the status of the group.
 - a. New Group (Student Group has never been registered)
 - b. Continuing Group (Group was an active Student Group at the end of the most recent academic year)
 - c. Returning Group (Group was NOT an active Student Group at the end of the most recent academic year but has registered before)
3. **Organization Mission** – This concise statement could be published in various locations.
4. **Group Type** – Listed below are eight categories by which student groups may be classified in the Office of Student Life records and other publications. Select the ONE category that best describes your organization below.
 - a. Academic/Educational – Serve to meet the academic and educational needs of students.
 - b. Ethnic/Cultural – Focus on ethnic, cultural, and diversity issues, and meet the needs of minority or underrepresented students.
 - c. Honor/Recognition– Serve as honoraria or recognize significant academic, service and/or leadership.
 - d. Recreational/Sports – Focus on meeting the recreational/sports needs of students.
 - e. Religious/Spiritual – Focus on meeting the spiritual needs of students.
 - f. Service – Provide opportunities for student involvement in community service and service learning.
 - g. Social – Meet the needs of students in social settings.
 - h. Special Interest – Meet the needs of other student interests.
 - i. Other - Please explain how you would categorize your group and why it's different from the other categories.
5. **Membership Requirements** – List any requirements for membership eligibility.
6. **Typical Group Activities** – List the types of activities that your group will be sponsoring or providing for the membership.

Section B – Advisor

1. Each group must have a college staff or faculty member serve as their advisor.
List all contact information available for the group advisor.

Section C – Student Leader Information

1. All student leaders and members of the student group **MUST** be active NMC students, meaning they are taking at least one academic credit at that time.
2. The president and other leader information is a way for the Office of Student Life and SGA to communicate with the group. The student leader's information may be shared with college officials to facilitate communication with student groups. All students and advisors listed on this form will be kept on record in the Office of Student Life.
3. Frequent correspondence via email will occur during the academic year. Much of the communication provided by the Office of Student Life and SGA will be conducted via email; thus it is critical that student group leaders check their email on a regular and continuing basis.
4. List one phone number where student leaders may be reached, i.e. in case of emergency.

APPLICATION

Section A – Group Information

Academic Year:

Date of Application:

Group Name:

Classification (circle one): New Group Continuing Group Returning Group

Group Type (circle ONE type):

Ethnic/Cultural

Academic/Educational

Religious/Spiritual

Social

Service Honor/Recognition

Recreational/Sport

Special Interest

Other (Please specify)

Purpose: What is the primary mission of this group?

Goals: What is a large goal and a small goal that the group will strive for this year?
(e.g., increase membership, create a conference, attend a national conference,
fundraising for a goal, put on an educational program, participating in service
projects)

Activities: List 3 different types of activities that your group would like to plan. (e.g.,
community service event, meet and greet, fundraising event)

Meetings: When does the group plan to meet? How often and where? (List initial meetings & planned regular meetings. Make sure the advisor also emails with Kristi Hallett from Central Scheduling to reserve the space for meetings being held on campus)

Section B – Advisor

Name:

Role on Campus:

Email:

Phone:

Office:

Section C – Student Leader Information (List at least three student leaders. The first student leader must be the main contact for the student group. All student leaders MUST be taking at least one academic credit that semester.)

Name:

Student ID:

Email:

Primary Phone:

Name:

Student ID:

Email:

Primary Phone:

Name:

Student ID:

Email:

Primary Phone:

Name:

Student ID:

Email:

Primary Phone:

Section D - Signature

My signature indicates that I will inform others in my group about college policies affecting us and will assure that we comply with policies found in the Student Group Handbook and other NMC policies. My group complies with college rules prohibiting unlawful discrimination and will maintain all other eligibility requirements for registration. The information presented above is complete and accurate. The above-named student group agrees to comply with the college Non-Discrimination Policy, Code of Conduct, and all other policies governing student groups and related activities, as published by Northwestern Michigan College.

President/Student Leader:

Date:

Advisor:

Date:

FOR OFFICE USE ONLY

Office Manager Signature of Review:

Date:

Student Group Training Date:

Dean of Students Signature of Approval:

Date: