

# How to Form a New Oakton Student Club

Clubs may be formed between **September 3, 2018 and March 15, 2018** .

The Student Government Association (SGA) approves all new clubs, which are usually formed by students and in some circumstances by prospective advisors.

## Step One: Club Formation

- Complete a New Club Formation Petition (see page 2).
- Schedule an appointment to discuss the proposed club with a Student Life staff member at the campus where the club will be most active. To make an appointment, drop by or call either office listed below, or email [studentlife@oakton.edu](mailto:studentlife@oakton.edu).  
**Des Plaines Campus, Room 1530, 847.635.1699**  
**Skokie Campus, Room A160, 847.635.1443**
- Bring the completed petition to the meeting. Discussion focuses on the proposed club goals and objectives—or, if the club creates a liability for the College, suggestions for restructuring.
- The club request is then forwarded to the Student Government Association for consideration at one of its weekly meetings. Student club sponsors are expected to attend. Fall 2018 SGA meetings take place Wednesdays from 3 to 5 p.m., Room 2139, Des Plaines and Room C240, Skokie.

**If approved**, the club has four weeks to complete the steps required for full recognition (see below).

Pending clubs may use campus facilities, and have up to \$50 available to cover organizational expenses.

**If deferred**, the club is notified of concerns and invited to address these issues before resubmitting the request.

## Step Two: Club Approval

Approved clubs have full rights and privileges, and an annual budget of up to \$250, after these steps are completed:

- Secure at least one student officer.
- Send two student members (at least one of whom is an officer) to an Officer Training Workshop. (Sign up in the Office of Student Life.)
- Recruit 10 members who are currently enrolled students.
- Recruit an advisor who is an Oakton employee (not a student employee).
- Develop a constitution or operating document.
- Complete the budget request form.
- Submit these materials to the Office of Student Life, which will verify the information and submit it to the SGA for formal recognition.
- Attend an SGA meeting to respond to questions about the club prior to approval.

# New Club Formation Petition

Once the form is complete, make an appointment to meet with the director of Student Life or her designee.  
Bring the form to the meeting.

Proposed club name \_\_\_\_\_ Date \_\_\_\_\_

Student responsible \_\_\_\_\_ Student ID No. \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State/Zip \_\_\_\_\_

Purpose of proposed club: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Activities of proposed club: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Membership requirements (if any): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of students interested in joining the club: \_\_\_\_\_

Plans for recruiting additional members: \_\_\_\_\_  
\_\_\_\_\_

Name of possible advisor(s): \_\_\_\_\_

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**OFFICE USE ONLY**

Request date \_\_\_\_\_ Date considered by SGA \_\_\_\_\_ Forms due by \_\_\_\_\_ Deferred to \_\_\_\_\_ Action required \_\_\_\_\_