

STUDENT ORGANIZATION REGISTRATION



STUDENT ORGANIZATION REGISTRATION FORM
STUDENT ORGANIZATION VERIFICATION FORM
STUDENT ORGANIZATION ADVISOR AGREEMENT
STUDENT ORGANIZATION MEMBERSHIP LIST

STUDENT ORGANIZATION REGISTRATION FORM | OXNARD COLLEGE

ORGANIZATION INFORMATION			
Student Organization Name:			
<input type="checkbox"/> NEW STUDENT ORGANIZATION		<input type="checkbox"/> CONTINUING STUDENT ORGANIZATION (Fall Semester)	
		<input type="checkbox"/> OFFICERS INFORMATION UPDATE (Spring Semester/General Update)	
Main Contact Phone :	Main Contact Email:	Main Fax No.	
Advisor:	Extension:	Advisor Email:	
Co Advisor:	Extension:	Co-Advisor Email:	
Purpose of the Student Organization:			
OFFICER INFORMATION			
1. President / Chair	Phone:	Student ID No.	
Address, City, State, Zip Code:		Email:	
2. Vice-President/ Co-Chair	Phone:	Student ID No.	
Address, City, State, Zip Code:		Email:	
3. Secretary	Phone:	Student ID No.	
Address, City, State, Zip Code:		Email:	
4. Treasurer	Phone:	Student ID No.	
Address, City, State, Zip Code:		Email:	
5. IOC Representative	Phone:	Student ID No.	
Address, City, State, Zip Code:		Email:	
OFFICE USE ONLY			
Received	Forwarded to IOC	Approval	Denial
IOC Chair Signature:		Student Activities Specialist/Vice President of Student Development	
Date:		Date:	

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We the membership of _____ do hereby agree to comply with the Ventura County Community College District (VCCCD) policies and procedures and Oxnard College policies, procedures and regulations applying to campus activities, organizations and students, which includes but is not limited to:

I. COMPLIANCE WITH STATE AND FEDERAL LAW

The VCCCD, in compliance with Titles VI and VII of the Civil Rights act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Employment Act of 1967, and the Age Discrimination Act of 1975, does not discriminate on the basis of race, color, national origin, religion, sex, handicap, or age in any of its policies, procedures, or practices; nor does the College, in compliance with Section 402 of the Vietnam Era Veterans Readjustment Act of 1974, the section 12940 of the State of California Government Code, discriminate against any employees or applicants for employment because they are disabled veterans or veterans of the Vietnam era, or because of their medical condition (as defined in Section 12926 of the California Government Code), their ancestry, or their marital status; nor does the College discriminate on the basis of sexual orientation. This nondiscrimination policy covers admission, access, and treatments in College programs and activities, and application for a treatment in College employment.

No student, student organization, or other person attending Oxnard College shall knowingly commit, participate in, or conspire to commit in any manner, acts of hazing. Hazing includes any method of initiation or pre-initiation into a student organization, or any pastime or amusement which causes, or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any student or person attending Oxnard College.

II. COLLEGE NAME

A registered student organization/club **is permitted** to use the name of Oxnard College or abbreviation thereof (i.e. **OC Chemistry Club**) as part of its name except in accordance with campus regulations.

The name, insignia, seal, or address of the College **may not be used** in any manner, political, colloquial slang, or otherwise, which implies that the College supports or agrees with any of the activities, positions, purposes, ideals or goals of any individuals, groups, or organizations acting within these regulations.

III. MEMBERSHIP

Only registered Oxnard College students may hold office in the student organization/club. Only registered Oxnard College students may vote in elections of the organization's officers. Only registered officers are authorized to officially conduct business with the College, e.g. calendar events, reserve facilities, access accounts or spend student organization/club funds. The officers are personally responsible and financially liable for the organization/club's fiscal matters. Faculty, staff, and community members may participate in the activities of registered student organizations/dubs at Oxnard College. The College shall not prevent the organization from retaining or using legal counsel or from selecting professional representatives as provided for in any College disciplinary or grievance procedure.

IV. IDEMNIFICATION

The registered student organization/dub and its members agree to indemnify and hold harmless the Board of Trustees, the College, its - officers, agents and employees from and against any and all claims, unless due to willful or negligent acts or omissions of the College.

STUDENT ORGANIZATION OFFICERS SIGNATURES	
1.	4.
2.	5.
3.	

Student Activities Specialist / Vice President of
Student Development

Date

STUDENT ORGANIZATION OFFICER VERIFICATION FORM

This form is completed to verify each officer's unit load, unit completion and cumulative grade point average. Students only fill out their name and Student ID number. **Admissions and Records at Oxnard College will verify each officer for a unit load minimum of 5 units for the current semester and a minimum semester grade point average of 2.0 and above.** By signing this document, you are confirming that the information provided is correct and accurate and that you abide by the policies and regulations of the Ventura County Community College District, Oxnard College, Student Activities, and Inter-Organizational Council.

1. Name: _____ Student ID # _____

Unit Load: _____ Units Completed: _____ Cumulative G.P.A. _____

Signature: _____ Date: _____

2. Name: _____ Student ID # _____

Unit Load: _____ Units Completed: _____ Cumulative G.P.A. _____

Signature: _____ Date: _____

3. Name: _____ Student ID # _____

Unit Load: _____ Units Completed: _____ Cumulative G.P.A. _____

Signature: _____ Date: _____

4. Name: _____ Student ID # _____

Unit Load: _____ Units Completed: _____ Cumulative G.P.A. _____

Signature: _____ Date: _____

5. Name: _____ Student ID # _____

Unit Load: _____ Units Completed: _____ Cumulative G.P.A. _____

Signature: _____ Date: _____

STUDENT ORGANIZATION ADVISOR'S AGREEMENT

Thank you for choosing to be an advisor to a student organization. As an advisor to a student organization, you have the unique opportunity to assist students in developing their ideas and leadership skills. Please review this agreement before signing below:

Student Organization: _____

Date: _____ Academic Year: _____

- A student organization advisor must be a faculty or staff advisor.
- Advisors will be sufficiently knowledgeable of the governing documents, purpose and activities of the student organization to advise the members of their actions and the possible consequences of illegal or irresponsible behavior.
- Advisors have the primary responsibility for understanding, interpreting, and applying all campus rules and regulations as they apply to campus facility use, organizational programs and scheduled activities both on and off campus.
- Advisors are to provide assistance for assessment and constructive review of programs, activities, events, and funding proposals for student organizations.
- Advisors have fiduciary responsibility over all of the student organization accounts and finances. Advisors are to be familiar with college district accounting procedures.
- Advisors must be one of the signatories on all of the student organizations Trust accounts.
- Advisors are to attend all student organization meetings and events both on and off campus and identify and prevent risk management related issues. A co-advisor and/or sub-advisor may be assigned as a proxy.
- When sponsoring an off campus activity, advisors are to be familiar with campus policies/procedures regarding student travel, and complete and submit the required district student field trip travel and liability waiver forms. An advisor must be present at all off campus activities and excursions.
- Advisors are to review, approve and sign all of the organization's Facility Use Form requests and forward them to the Student Activities Specialist for processing.
- Advisors will oversee the organization's elections to ensure open and fair elections.

Advisor Name (Print)

Department/Division

Advisor (Signature)

Date

STUDENT ORGANIZATION MEMBERSHIP VERIFICATION ROSTER

Admissions and Records at Oxnard College will verify each club member is enrolled at OC for the current semester.

SEMESTER/YEAR _____

Full Name	Student I.D. #	Phone	Email
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STUDENT ORGANIZATION CHECK OFF LIST

Please use this check off list to ensure that your application is ready to be submitted.

- ✎ Application form is filled out completely and correctly; typed or in blue/black ink (p.2-6).
- ✎ Student officers listed are current students maintaining 5 units or more and 2.0 GPA
- ✎ Advisor understands their role and has signed the advisor agreement form
- ✎ Copy of governing documents is attached. Constitution & By-laws have been updated (if needed).
- ✎ We understand and agree to actively participate in the Inter-Organizational Council.

Applications to charter student organizations must be submitted as soon as possible, but no later than **October 2nd** in the fall semester of each year.