



Active Club and Organization Information Form

Club and Organization Information

Group Name: _____ Meeting Time: _____ Meeting Location: _____

Account #: _____

Advisor/Sponsor: _____

Advisor/Sponsor E-mail: _____ Extension: _____ CPO: _____

Type of Group

- Academic/Educational/Labor Athletic/Recreational Faith Based
- International Nationally Affiliated (i.e. Honor Society) Other _____

Officers

Position	Name	CPO	Extension	E-mail

Please include an updated copy of your approved constitution and by-laws if changes have been made.

Active Club and Organization Privileges:

- The organization may use the name of Berea College in connection with its own name, provided that such use is not otherwise precluded.
- The organization may solicit membership on campus under the organization’s name.
- The organization may use Berea College facilities for its programs and meetings in accordance with College policies.
- The organization may sponsor or participate with other Berea College recognized organizations in sponsoring activities and programs. The organization also has access to the services of the Artist Studio for program poster requests.
- The organization has access to the Program Coordinator from the Campus Life department.
- The organization receives an invitation to the Annual Leadership Summit and Club/Organization Fair.

Finances:

- Approved organizations can establish a College account by meeting with the Student Service Center Director.
- Student organizations are not permitted to establish and maintain financial accounts with banks off-campus.
- Approved organizations must adhere to the financial policy and guidelines established by the Finance Office.
- Request for payment or withdrawals must be authorized by the advisor and club treasurer.

Advisor Approval

This form contains accurate information. I have read and understand all privileges and conditions outlined for active and inactive clubs and organizations. I have reviewed a copy of the Club and Organization Handbook found on the Campus Life webpage, and hereby agree to abide by all rules and mandates stated within.

Club/Organization President or Chair Signature _____ Date _____

Advisor/Sponsor Signature _____ Date _____

Internal Office Only

- Requester/Sponsor e-mail confirmation Event placed on BC Online Calendar Public Safety notification