



# This is Success.

## CLUB/ORGANIZATION REGISTRATION

Name of Club/Organization: \_\_\_\_\_

Please circle status of the club/organization:          New    or    Renewal

Mission or purpose of club/organization: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### **OFFICERS:**

President: \_\_\_\_\_ Student ID: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

V. President: \_\_\_\_\_ Student ID: \_\_\_\_\_

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Secretary: \_\_\_\_\_ Student ID: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Treasurer: \_\_\_\_\_ Student ID: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### **ADVISOR**

Name: \_\_\_\_\_ Office Number: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

“I hereby acknowledge that I am willing to assume the duties as an advisor to support this club/organization.”

Signature of Advisor: \_\_\_\_\_ Date: \_\_\_\_\_



OFFICE OF STUDENT LIFE AND LEADERSHIP

South Suburban College  
15800 S. State ST., South Holland, IL

**TRUST & AGENCY ACCOUNTS**

All clubs/organizations officially recognized by South Suburban College will have an account opened, in the submitted name, by the Office of Student Life and Leadership in the Office of Business and Accounting. All revenue and expenditures shall then be processed through the Office of Business and Accounting. All clubs/organizations will deposit dues and other monies collected in the Office of Business and Accounting during regular office hours.

When making a deposit to a Trust & Agency account, the monies should be counted before making the deposit. The deposit will then be recounted to insure that the amount balances. A receipt will then be given to the member depositing the monies. The money will be posted to the account within a week. If a check is deposited, please allow three weeks for the check to clear the bank.

If a check is needed, the department secretary should create the check request for the Trust & Agency member. Proper signatures are appropriate back-up must be attached to the check request. The check will be mailed within 48 working hours unless otherwise indicated on the request.

Acceptable back-up for a check request is a receipt, invoice, etc. All back-up information must match the person to be paid. For re-imbusement all back-up information must match the person to be paid. The Treasurer’s Office will also provide the club with Tax Exempt Forms if necessary. Travel expenses will be reimbursed upon returning from trip. An original receipt must accompany all requests for reimbursement of lodging and airfare expenses.

If you have any questions please call the Treasurer’s Office at 708-596-2000 ext. 2214.

**Signature Card**

This serves as a signature card to protect your accounts. Balance information or checks cannot be issued without the proper signatures. SSC is hereby authorized to recognize the signatures given below as authorized signatures for disbursement of funds:

**Account Information:**

Account Name: \_\_\_\_\_

Account Number: \_\_\_\_\_

**Authorized Signatures:**

ADVISOR: \_\_\_\_\_

PRESIDENT: \_\_\_\_\_

VICE PRESIDENT: \_\_\_\_\_

SECRETARY: \_\_\_\_\_

TREASURER: \_\_\_\_\_

# Office of Student Life & Leadership

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## FUNDRAISING AND DISTRIBUTION OF FUNDS

All clubs/organizations officially recognized by South Suburban College may create, participate, gain financially only through fundraising ventures approved by the Office of Student Life and Leadership. It should be noted that funds raised in the name of the club/organization do not belong to any individual but becomes sole property of that club/organization and its purpose.

Club/Organizations are not allowed to do established codes observed by South Suburban College. Fundraising ventures that are unacceptable includes game of chance, such as raffle tickets. Appropriate fundraisers collect a fee for providing a product or service. Fundraisers designed to utilize alcoholic, pornographic material or violates the code of conduct at South Suburban College will not be approved.

If a club/organization has any concerns about an activity or event, the proper contact would be the Manager of Student Programming, or the Dean of Student Services in the Office of Student Life & Leadership in Room 2329 or call (708) 596-200 ext. 5737.

## INACTIVE CLUBS/ORGANIZATIONS

**All SSC clubd and organizations are required by the Office of Student Life & Leadership to complete the registration forms on an annual basis.** If an officer or advisor resigns or leaves, the club/organization must fill the vacancy as soon as possible. The Office of Student Life & Leadership requires notification of updates. A club/organization will be considered inactive if the necessary forms are not submitted to the Office of Student Life & Leadership after a year from registering. Inactive club/organization accounts will be transferred to an account that directly benefits SSC students. Inactive club/organization accounts become property of the South Suburban College's Department of Student Services.

*The authorized officers and advisor below have read and understand the information provided in the registration application and will uphold SSC standards and expectations.*

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Thank you for serving SSC students.*