



# Club Activity Form

Please list below the activities your club has planned for the upcoming semester. Once this form has been reviewed, a copy will be sent back to your club's advisor. That signed copy will serve as approval for the activity information listed below.

Should your club schedule additional activities not listed below, please print this form from the Student Services/Student Life website and submit it to the Dean of Students at least one week prior to the proposed activity. You will be notified via email if your activity has been approved.

| <i>Activity</i> | <i>Date</i> | <i>Time</i> | <i>Location</i> | <i>Description</i> |
|-----------------|-------------|-------------|-----------------|--------------------|
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Comments:

\_\_\_\_\_  
**Advisor's Signature**

\_\_\_\_\_  
Date

\_\_\_\_\_  
**Dean of Students**

\_\_\_\_\_  
Date

Each organization shall maintain a sound fiscal financial system related to the collection and disbursement of revenues in accordance with generally accepted accounting principles. An organization may be subject to audit by representatives of the institution or school at any time, and appropriate financial records shall be maintained for the purposes of audit.

Each organization shall designate an officer of the organization who is responsible for the collection and disbursement of funds and the maintenance of books and records.

Any club check request/fund distribution must be signed by the designated club treasurer listed on page one of this registration form *and* the following club advisor, \_\_\_\_\_.

As the advisor (s) of \_\_\_\_\_, I acknowledge and accept  
Club Name

The above stated financial responsibilities of my club.

It will be the practice of all officially recognized clubs to follow the following procedures when holding any activity involving collection of money:

- 1) The club advisor will contact the business office a minimum of one business day in advance to request a cash box. The advisor will state who will pick the box up and that person will be required to show a picture ID.
- 2) All funds received are required to be deposited at the end of that day or the next business day into the proper JSCC Club account.

Additional information regarding polices that govern student organizations and advisor responsibility can be found in the JSCC Catalog and Student Handbook.

\_\_\_\_\_  
**Club President's Signature** **Date**

\_\_\_\_\_  
**Advisor's Signature** **Date**

\_\_\_\_\_  
**Advisor's Signature** **Date**

\_\_\_\_\_  
**Dean of Students** **Date**

\_\_\_\_\_  
**Vice President for Student Services** **Date**