



Student Organization Renewal Checklist

Renewal Requirements for the 2011-2012 Academic Year

In order for a student organization to be an "officially recognized" Moorpark College student organization for the 2011-2012 academic year, they must complete all of the following requirements and attached forms to the Student Activities office by **Friday, September 30th, 2011**.

- Complete the Student Organization Information Form
- Complete the Student Organization Officer's Information Form
- Complete the Student Organization's Advisor's Agreement Form
- Be familiar with and understand the Associated Students Standing Rules, Article V, Inter Club Council
- Submit all documents to the Student Activities office (Campus Center - Room 152) *no later than **Friday, September 30th, 2011***.
- Advisor(s) and Two Student Leaders Attend a Student Organization Orientation held by the Student Activities office (*advisors will be notified by Sharon Miller of the dates/times/locations of the orientation*) Please understand that in order to activate the funds in the club Trust account, two student leaders and the club advisor must attend an orientation.