In order for a student organization to be an “officially recognized” Moorpark College student organization for the 2014-2015 academic year they must meet all of the following requirements, complete and submit the attached forms to the Student Activities office (Campus Center - Room 153) by **5pm Monday, June 2, 2014**

- 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 153) **no later than 5pm Monday, June 2, 2014.**

- Advisor(s) and a student leader **must** 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 student organization’s trust account, a student leader and the advisor **must** attend orientation.