

Club Recognition Checklist:

- Letter Requesting Recognition
- Constitution
- Club Recognition Application Form
- Officer contact information and Roster (7)
- Advisor Letter
- Compliance Statement (signed)

Checklist Descriptions:

- A letter describing the name, purpose and description of the club along with the desire for recognition. An application containing these items will be provided by CORE and a copy needs to be on file with PUCC.
- Completed Constitution containing the following, at minimum:
 - name of the club
 - purpose for the club
 - membership requirement such as dues or fees
 - officer positions with descriptions
 - advisor description
 - how/when the election of officers will take place
 - description of meetingsAn example will be provided by CORE and a copy of the constitution needs to be on file with PUCC.
- A roster of at least seven members who will be the starting members for the club. Please include officer names and contact information. For example a phone number and/or e-mail address can be used. A copy needs to be on file with PUCC.
- A letter from the advisor overseeing the club detailing his/her role as the club's advisor. Information about the role of an advisor will be given out by CORE along with an

agreement form that needs to be filled out by the advisor. A copy needs to be on file with PUC

- A signed copy of the annual PUC Compliance Statement, provided by CORE. A copy needs to be on file with PUC.
- Along with these document requirements, the following guidelines need to be established within the club:
 - 1) To provide full disclosure regarding National, State or Local affiliations.
 - 2) To provide full details regarding dues, fees or costs associated with membership. This must be included in the constitution under the membership requirement section.
 - 3) To provide a clear description of all membership requirements and/or recruitment practices. This must be included in the constitution under the membership requirement section.
 - 4) To permit members to disassociate at any time. This must be included in the constitution as desired by the club.
 - 5) To refrain from committing the University, either verbal or written agreement, to any financial obligation.
 - 6) To insure that membership follows the criteria set forth in the membership criteria section of the constitution.
 - 7) To exist for a purpose beyond the fiduciary gain of the members. While fundraising is important to a groups' survival, this can not be the group's priority or purpose.
 - 8) To hold the membership accountable to the organization's policies and procedures set forth by the Pacific University Student Handbook.
- The club forms must be presented to the CORE Admit Committee for review and everything outlined in this checklist must be included for CORE to recommend club recognition to the PUC body.
- A club is subject to denial of recognition if any of the previously stated items are not included upon submission to CORE. *Current clubs are subject to denial of re-recognition if any of the forms are missing from the files.*

**Pacific Undergraduate Community Council
Club Recognition Application
2008-2009**

Club Name _____

Club President _____

UC

E-mail

Club Advisor _____

UC

E-mail

Budget Request*? Yes _____ No _____

**Please Note: Recognized clubs are funded on a case by case basis on the discretion of PUCC and the conditions/regulations of the CORE handbook.*

Statement of Purpose: How will Pacific University benefit by having your organization on campus?

What programs and/or events are you planning for your organization?

Return completed application to Lindsey Costley UC #3033, or basement of the UC:
Steve Klein's office 101 or PUCC office 106.

Officer Contact Information and Roster

Club Name: _____

Advisor: _____

Email: _____ U.C. Box: _____

President: _____

Email: _____ U.C. Box: _____

Treasurer: _____

Email: _____ U.C. Box: _____

Club Roster:

Name	Email
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	