



STUDENT CLUB REGISTRATION PACKET

[club name]

NO INCOMPLETE PACKET WILL BE ACCEPTED.

Attached to your packet should be:

1. Registration Form
2. Defined Purpose
3. Faculty/Staff Advisor Agreement Form
4. Club Roster

STUDENT CLUB REGISTRATION PACKET

Why TBC has a clubs program: *To create a more fun and intellectually stimulating experience on campus, TBC's "clubs" program has been designed to help students create community around activities that interest them. By starting a club, students will be able to officially advertise their activities to other students. Additionally, approved clubs have the ability to request funds to use for club activities.*

Club Name: _____

Day/Days of Meetings:

Mon Tues Wed Thurs Fri Sat Sun

Frequency: _____ (every/first of the month/etc.)

Time of Meetings: _____ (include start and end time)

Room usage: *please provide three options by building and room #.

- 1.
- 2.
- 3.

Club Leadership:

President: _____

Vice President: _____

Faculty/Staff Advisor:

Name: _____

Phone #: _____ TBC email: _____

Position/Title: _____

Co-Faculty/Staff Advisor:

Name: _____

Phone #: _____ TBC email: _____

Position/Title: _____

Description & Purpose of Club:

Description: _____

Purpose: _____

President Signature

Date

Advisor Signature

Date



Faculty/Staff Advisor Agreement Form

*Please note to serve in this capacity, you must be a fulltime staff/faculty member and cannot already be serving as the main advisor for another club.

Advisor Name: _____

Phone # _____ TBC email _____

Position/Title _____

Department _____ Building _____ Office # _____

Name of Department Chair/Supervisor _____

Department Chair/Supervisor TBC email _____

Terms & Conditions:

Each advisor is subject to the approval of the Executive Team of Trinity Baptist College and the Student Engagement Coordinator and they reserve the right to terminate the agreement at any time.

This agreement shall be in effect for the academic year given the club and the advisor continue to receive mutual benefit from the terms and conditions. In assuming the role of student club advisor, it is inherent that the advisor has accepted and agreed to fulfill these responsibilities in the manner listed below and must agree to:

- Be available to club leadership for guidance on club activities.
- Ensure the club meets regularly for the stated purpose of the club and abides by TBC policies
- Sign off on Funding Request Forms

Club Name _____

Faculty/Staff Advisor Name _____

Faculty/Staff Advisor Signature _____ Date _____

Club Roster

Office Positions

President

Name _____ Phone number _____

TBC student email _____

Vice President

Name _____ Phone number _____

TBC student email _____

Member Roster

Please provide the NAME, TBC STUDENT EMAIL, AND CURRENT PHONE NUMBER of each of your members below. To be active, clubs must maintain a minimum of six (6) members. Officers count toward the minimum of six (6) members required.

STUDENT NAME	STUDENT EMAIL	PHONE NUMBER

****ATTENTION****

ALL athletic student MUST get clearance from current coach before participating in clubs involving sports.