

This online registration form will expedite the Student Organization (Stud Org) registration or renewal process for the convenience of each stud org. The Officer completing this form will need information from all officers and the org's advisor. It is preferred that completing the registration form occurs at a scheduled Stud Org meeting. This form should be completed at a regularly scheduled stud org meeting

At Bakersfield College (BC), Student Organizations serve a valuable and educational function offering students the opportunity to join in academic/professional, honor, political, service, social, cultural and/or spiritual groups, and societies. Student Organizations allow students to assume various leadership roles that provide insight to further the mission of the group and contribute to the personal development and enjoyment of members within the context of the broader teaching, research, and service missions of BC. These opportunities offer students a chance to become more involved with their campus community, adding an experiential component to their educational experience.

A Stud Org at BC is an entity that is initiated and directed by a group of current Bakersfield College students who share a common vision in promoting an extra-curricular or co-curricular mission that enriches campus or community life and personal development.

Stud Orgs may register with the Office of Student Life in accordance with the [Stud Orgs Conditions and Procedures](#) set forth by BCSGA.

The form for the following academic year will open on April 1st of the current academic year. While Stud Orgs can register anytime during an academic year, the priority deadline for Annual Registration is Labor Day of each academic year.

This registration form requires certain information about your Stud Org and leadership. Remember: To be a recognized Stud Org at BC, each Stud Org needs three different students to serve as President, Treasurer, and ICC Representative and one faculty/staff member to serve as the advisor.

You need all this information before continuing on with the registration process.

#### Stud Org Information

1. Full and Abbreviated Names of the Stud Org
2. Social Media Information
3. General Email Account (gmail, outlook, etc.)

#### Governing Items

1. Mission Statement
2. Stud Org ratified constitution (The Model Constitution can be found in the Meeting [\(Need Link\)](#) tab of the Stud Org Resources page.)

3. Date of next elections.
4. Date time and Location of Stud Org Meetings
5. Organization affiliation (if applicable)

### Stud Org Annual Budget

Stud Orgs will need to submit a projected budget and current balance sheet for the upcoming fiscal year. Refer to the Finance Workshop presentation and Budget Template in the [Finance](#) tab of the Stud Org Resources tab to create your projected budget

Complete the [Request for Balance Sheet form](#) to obtain your club account balance. If you are a new org or a returning org that hasn't set up an account please skip this step. Please allow for 3-5 instructional days for return if submitted.

### Officer Information

The following Information for the President, Treasurer, ICC Rep, and Advisor. Remember: To be a recognized Stud Org at BC, each Stud Org needs three different students and one faculty/staff member to serve as the advisor

1. First, Middle Initial, and Last Name
2. BC @ Number
3. Email for Communication, preferably BC email address. \* This will be made public on stud orgs website.
4. Phone Number (Cell phone preferred –Internal use only)

### Community Advisor

If the Stud Org has a Community Advisor (An advisor who is not employed by BC, but actively involved with Stud Org activities, Stud Org may include that member as well (optional).

### Stud Org Agreement

This agreement specifies that your Stud Org leadership and its membership agrees to the Stud Org Conditions and Procedures that entails operations and management of Stud Orgs at BC. Note that the Stud Org Leadership is agreeing to the Agreement on behalf of the full student organization and its members.

What is the Frequency, Day of the week, Time, and Location of your Stud Org meetings?  
(Example: 1st and 3rd Wednesdays of each month at 4 p.m. in Lev40)  
(Example: Tuesdays at 11 a.m. in the BCSGA Boardroom, Campus Center, room 5)

To ensure meeting room reservations, visit [www.bakersfieldcollege.edu/event\\_request](http://www.bakersfieldcollege.edu/event_request) .

If you need the Office of Student Life to set up a zoom meeting for you, please email [studentlife@bakersfieldcollege.edu](mailto:studentlife@bakersfieldcollege.edu)

### Stud Org Ratified Constitutions

The constitution should contain statements concerning enduring aspects of the organization. Items that are subject to frequent revision should be included in the by-laws.

The Model Constitution can be found in the Meeting tab of the Stud Org Resources page.

The current Stud Org Constitutions can be found on the Stud Org List page.  
Regional, State, National, or International Affiliation

If your Stud Org is affiliated with a local, regional, national, or international organization(s), the host organization must submit an official letter of affiliation or proof of affiliation. All requirements must be met in order to receive registered status and privileges. Stud Orgs must register each academic year to maintain active status. Registration does not imply either College approval or disapproval of the Stud Org's purpose, function, or activities.

### Social Media Guidelines

Due to the dynamic nature of social media, these guidelines may change as social media applications evolve. Bakersfield College social media platforms are an accepted and recognized source of information and are intended to serve as a resource for employees, students, and the community.

### Purpose

This document outlines the guidelines for Bakersfield College regarding the use of the college's name, likeness, logo, and information about the college, on social media sites such as Facebook, YouTube, Twitter, TikTok, etc.

### Responsible Parties

The Office of Marketing and Public Relations is the administrator of the college's official social media pages. Those who wish to provide or link information to these sites under the college's name should contact the Director of Marketing and Public Relations to coordinate their efforts. For student organizations, all social media platforms need to have approval from the Director of Student Life and must have the Director and its advisor as administrators as well. If a platform cannot have multiple administrators, login information is needed to be shared.

BC is not responsible for content created by students or employees on unofficial social media sites. Those who choose to comment using their own Facebook identify on existing content on official sites should show good judgment and discretion. The college encourages a lively discussion on social media sites; however, if a situation involving offensive or unlawful content arises, the college also reserves the right to remove, as necessary, a student organizations or other college group's presence, or individual comments, on official social media sites.

## Content

Content created by site administrators on Bakersfield College-affiliated social media sites must relate directly to college business, programs, services, or related interests. Content placed by site administrators cannot promote individual opinions or causes. If an officially affiliated site is established, it must adhere to existing college policies governing employee and student behavior, in addition to any and all policies required by the social media site. Users must comply with all federal copyright regulations.

## Social Media integration not approved

By not agreeing to the Social Media Guidelines above, your registered Stud Org has agreed to terminate all affiliated social media platforms and not create any.

## Stud Org Annual Budget

Two different items are requested:

### Projected Annual Budget

The following items are used to assist Stud Orgs in the financial management and processes of a student organization. A projected fiscal budget is needed during Stud Org registration. Your complete registration form and projected budget will be placed on the next available ICC Meeting for ratification from BCSGA.

1. [Finance Workshop PowerPoint Presentation](#)
2. [Example Stud Org Projected Budget Sheet](#)

## Club Account Balance Sheet

Your Club Account Balance Sheets state what is currently in your club accounts located in the Business Services. Your President, Treasurer, ICC Rep, or Advisor can request it from the Office of Student Life by completing this form. Your name and position must match on the Stud Org registration and what is listed on the [Stud Orgs list page](#). Please allow for 3-5 instructional days.

Complete the [Request for Balance Sheet form](#).

## Leadership Membership Information

In order to be a registered Stud Org, each organization leadership roster must have three (3) currently enrolled Bakersfield College students, willing to serve as members and representative officers of the organization. These 3 separate student officers must:

- a. Have and maintain a minimum cumulative GPA of 2.00;
- b. Be enrolled in a minimum of five (5) credit hours each semester (Fall/Spring only); and
- c. Be in good standing with the College.

Additionally, each Stud Org must have at least one BC faculty or staff member willing to serve as an advisor.

## Terms and Conditions

### Student Organization Registration Agreement

At Bakersfield College (BC), Student clubs and organizations serve a valuable and educational function offering students the opportunity to join in academic/professional, honor, political, service, social, cultural and/or spiritual groups, and societies. Student Clubs and Organizations (Stud Orgs) allow students to assume various leadership roles that provide insight to further the mission of the group and contribute to the personal development and enjoyment of members within the context of the broader teaching, research, and service missions of BC. These opportunities offer students a chance to become more involved with their campus community, adding an experiential component to their educational experience.

BC has established a process to define the basis of the relationship between the College, Kern Community College District (KCCD), and Stud Orgs and the responsibilities and privileges afforded to registered Stud Orgs. The registration process serves many purposes. First, it offers structure by providing parameters in which organizations can function. It spells out responsibilities for groups that the College expects them to fulfill. Secondly, it establishes a communication pattern between organizations and the Office of Student Life and Bakersfield College Student Government Association (BCSGA) that may support and add stability to organizations. Finally, it outlines consequences for groups that choose not to exist in accordance with these conditions.

The Office of Student Life and BCSGA are committed to the belief that students have the right and privilege to organize and participate in groups whose purposes center around the interests and goals of the individuals involved and contribute to co-curricular life on campus. Though Stud Orgs are able to function on campus and enhance campus life, neither the Office of Student Life, nor BCSGA, nor the College assumes responsibility for the organization. The College does not assume financial responsibility for any organization, nor extend insurance coverage to its members.

A registered Stud Org is responsible for conducting its affairs in a responsible manner consistent with the policies and procedures of the College, the BC Student Code of Conduct, and these Stud Org conditions and procedures. Registered Stud Orgs will be held accountable for the action and behavior of their members and/or guests at their functions.

It is the responsibility of the Stud Org Membership to familiarize themselves with the contents of Stud Org conditions and procedures. Officers and the Advisor should take responsibility to inform others in the organization about conditions and procedures affecting your group. Any changes in officers, advisor, and/or constitution should be promptly submitted to the Office of Student Life, Campus Center, Room 4.

[Click here](#) to download the full version of the "Stud Org Conditions and Procedures".

### Consent Form and General Release and Waiver of Liability

This is a legally binding Consent Form and General Release and Waiver of Liability made voluntarily by me, the undersigned Releasor, on my behalf, and on behalf of my heirs, executors, administrators, legal representatives and assigns ("I", "Me", "Undersigned", "Releasor") to the Kern Community College District, its Board of Trustees and its members individually, its officers, executives, directors, faculty, staff, administrators, employees, agents, and representatives of any, including with respect to each of its campuses and educational centers (hereinafter "District").

The undersigned hereby acknowledges that participation in the registered student organization and its affiliated events may involve potential risk to the undersigned, and the undersigned assumes any and all such risks. The undersigned hereby agrees that for the sole consideration of District allowing the undersigned to participate in this event for which or in connection with which the District has made available any equipment, facilities, services, grounds or personnel for such programs or activities relating to the event, the undersigned does hereby fully release and forever discharge the District, including any self-insurance funds of the District, from any and all claims, demands, rights and causes of action of whatever kind or nature, arising from or by reason of any and all known and unknown, present and future, foreseen and unforeseen, anticipated or unanticipated, bodily and personal injuries, damage to property, and the consequence(s) thereof, resulting from the undersigned's participation or involvement in or in way connected with the above named event and/or activity.

In an emergency, I acknowledge that I am solely responsible for all medical and other costs arising out of bodily injury or any loss sustained through participating in this event. I authorize program staff to secure any licensed hospital, physician and/or medical personnel and any treatment deemed necessary for the undersigned's immediate care.

By the execution of this Consent Form and General Release and Waiver of Liability, the undersigned accepts full responsibility for any and all injuries, damages, and losses of any type, which may occur to the undersigned and I hereby fully release and forever discharge, the

District, its Board of Trustees and its members individually, its officers, executives, directors, faculty, staff, administrators, employees, agents, and representatives of any, including with respect to each of its campuses and educational centers.

I further understand that the acceptance of this Consent Form and General Release and Waiver of Liability by the District shall not constitute a waiver in whole or in part of sovereign immunity by the District.

The undersigned has read the above carefully before signing and understands and agrees that this Consent Form and General Release and Waiver of Liability shall be in effect for a period of time for the dates listed above.

### Conduct Agreements

Students are expected to meet their respective Student Code of Conduct standards for the duration of the event. Students who fail to uphold these standards may be faced with any or all of the following consequences: sanctions imposed by the host institution, event coordinators, BCSGA, and/or dismissal from the event. The decision to terminate a student's participation will be made by the Bakersfield College staff member coordinating the event. A student may be dismissed without warning or prior notice. If dismissed, neither Bakersfield College nor the host institution is obligated to refund any part of the fees associated with participation.

1. Students are expected to maintain behavior consistent with their respective Student Code of Conduct;
2. Illegal possession, use, or dissemination of illicit drugs is prohibited;
3. Alcohol and other drugs are prohibited and may result in termination from the program;
4. Students must attend all meetings and activities associated with the event;
5. Students who cause any damage to persons or property will be responsible for all costs and associated liability;
6. Where applicable, students must abide by all household rules as established by staff member coordinating the trip;
7. Behavior deemed detrimental to yourself or others (including, but not limited to, sexual misconduct) is cause for dismissal.

### Publicity Agreement

I hereby give Bakersfield College and BCSGA consent to the use of all digital images, photographs, videotapes, or film, taken of the me and/or recordings made of their voices and/or written extractions, in whole or in part, of such recordings or musical performance representing BC and/or others with its consent, for the purposes of illustration, advertising, creating derivative

works, or publications in any manner. If the stated information is not to be released, please notify the Director of Student Life in writing.

On behalf of the full Stud Org, its membership, leaderships, and advisors,  
"We" agree with all Terms and Agreements stated above and the information submitted to be true and to abide by the Stud Org Conditions and Procedures

On behalf of the full Stud Org, its membership, leaderships, and advisors,

The submitter must be the one of the named student leadership: President, Treasurer, or ICC Rep.