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# **STUDORG REGISTRATION PROCESS**

## **Registration Requirements**

The following are minimum requirements for registration:

1. Submittal of the StudOrg Registration Online Form: This includes a leadership roster of three (3) currently enrolled Bakersfield College students, willing to serve as members and representative officers of the organization. These officers must:
  - a. Have and maintain a minimum cumulative GPA of 2.00;
  - b. Be enrolled in a minimum of six (6) credit hours each semester (Fall/Spring only); and
  - c. Be in good standing with the College.
2. Maintain a current organizational constitution on file with the Office of Student Life.
3. Have at least one BC faculty or staff member willing to serve as an advisor.
4. Officers and advisors must attend the trainings and workshops.

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

The Office of Student Life is committed to providing support and assistance to all StudOrgs registered with the Student Government Association (SGA). The initial step in receiving this support is the completion of the Annual Registration Process.

## **Registration Term**

Active registered status shall commence when a StudOrg has completed the four items listed under the registration requirements. This status continues until Labor Day (September) of the following academic year. For continued privileges after this date, new registration forms must be submitted to the Office of Student Life.

If registration expires or has not been renewed for the year, all privileges are forfeited. This may involve cancellation of College reservations and freezing of the BC Club Accounts. Registration extensions maybe be given to StudOrgs on extenuating circumstances by the SGA Director of Clubs and Orgs and the Director of Student Life.

## **StudOrg Privileges**

1. The use of the BC name and logos indicating affiliation with Bakersfield College and BC Student Government Association
2. The use of college facilities and space at no charge
3. Assistance in development of the StudOrg in program planning
4. Inclusion of information from your StudOrg about upcoming events and activities on various college outlets
5. Use of StudOrg mailbox
6. Access to information regarding SGA awards and nomination processes for StudOrgs and individual members
7. Free use of limited basic office supplies from the Office of Student Life such as file folders, pens, stapler, etc.)
8. 25 free black and white photocopies per event
9. StudOrg Travel eligibility
10. The privilege to conduct fundraising activities on campus
11. Eligibility for BC StudOrg Facebook Page
12. Eligibility for a BC Club email account
13. Access to a BC Club Account
14. Receive a 10% discount off selected catering through BC Food Services
15. Eligible to apply for SOF Grants

**Comment [NPD1]:** Maybe?

16. Inclusion in college publications, directories, and distribution databases
17. Ability to participate in StudOrg Involvement Fairs
18. Participation in StudOrgs Awareness Workshops (SOAW) and leadership development activities
19. Use of Office of Student Life resources for StudOrg tasks
20. Hosts or sponsor campus speakers and events

### **Limited Membership Organizations**

Limited Membership StudOrgs whose memberships are restricted for non-academic purposes must also follow all guidelines and procedures established and have all the privileges and responsibilities of regularly registered organizations with the following exceptions:

1. Restricted from the use or reference to the BC name and logos. Chapters may indicate affiliation by use of “\_name of organization\_ at BC.”
2. May not apply for any SOF Grants for chapter initiatives

All Limited Membership StudOrgs must submit a membership roster of all members at the time of registration and at the end of each new member recruitment process. Limited Membership StudOrgs must have an on-campus BC Club Account that is subject to review by the Office of Student Life. Monies collected from fundraisers held by Limited Membership StudOrgs must be deposited into the StudOrg's BC Club Account and must be spent in accordance to KCCD procurement and financial guidelines.

### **Registering your StudOrg on Online**

The online registration form can help expedite the StudOrg registration process for the convenience of each StudOrgs' officers and advisors. The Officer that completes the StudOrg registration form will need information from all officers and their advisor. It is preferred that completing the registration form occurs at a scheduled StudOrg meeting.

1. The registration form requires certain information about your StudOrg and executive team. Remember: to be a recognized StudOrg at BC, each StudOrg needs three separate students and one faculty/staff individual to serve as the advisor.
  - a. **StudOrg Information:** Full and Abbreviated Names of the StudOrg  
Facebook Page  
BC Email Account
  - b. **Governmental Docs:** Mission statement  
StudOrg ratified Constitution  
Organization affiliation (*if applicable*)
  - c. **StudOrg Activities:** Officer elections  
StudOrg meeting times
  - d. **Office Information:** The Following Information for the Primary Officer, Financial Officer, and Inter-Club Council Member:
    - i. First, Middle Initial, and Last Name
    - ii. @ Number
    - iii. BC email
    - iv. Phone Number (Cell phone preferred –Internal use only)
    - v. Current active email
  - e. **StudOrg Advisor:** Same information will be needed for the StudOrg Advisor, as the office.
  - f. **Community Advisor:** If the StudOrg has a Community Advisor (An advisor who is not employed by BC, but are actively involved with StudOrg activities, StudOrg may include that member as well (*optional*)).
  - g. **StudOrg Agreement:** The agreement specifies that your StudOrg and its membership agrees to the StudOrg Guidelines and Procedures that entail the basis of StudOrg operations and management at BC. Note that the StudOrg Leadership is agreeing to the Agreement on behalf of your full StudOrg.

**Renew your StudOrg and Changing Officers**

In order to renew (re-register) your StudOrg for the next academic year, simply follow the same steps you used when registering your StudOrg. Please include all update the information such as meeting times, election dates as well as new officers' contact information. The renewal process begins on April 1 of the each academic for the following academic year.

StudOrgs are encouraged to hold meetings over the summer break to ensure continuity of their organization.