



BETHEL STUDENT GOVERNMENT
Clubs and Organizations

New Club Application Cover Sheet

Name of Club: _____

Date Application Received: _____

___ New Club Application

___ Preliminary Funding Request

___ Advisor Roles and Responsibilities Form

___ List of members (must have at least 15)

Signatures Needed for Approval

Executive Director of Clubs and Organizations: _____

Date: _____

Student Body Vice President: _____ Date: _____

Senate: _____ Date: _____

(Attach a copy of the approved bill to the application)

Co-Curricular Advisory Committee: _____ Date: _____

Administrative Review: _____ Date: _____

Provost (if appealed): _____ Date: _____

Date of official BSG Club Status: _____

Club Classification: ___ Club Sport ___ Academic Club ___ Special Interest Club

Eligible for funding in Fall of _____



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Application for Official Bethel Student Government Club Status

All candidates seeking official club status must first review the BSG Clubs & Organizations Manual. This manual describes all BSG policies and regulations associated with the clubs that it sponsors. It is **essential** that all club leaders read through the **entire** manual in order to fully understand the agreement entered into with BSG. Any questions should be directed to the Executive Director of Clubs and Organizations (contact info found at bsg.bethel.edu). It is also recommended that the candidates maintain frequent contact with the Executive Director in order to stay informed about the Application Process.

Name of Club/Organization: _____

Advisor Information:

Name:

Department:

Phone Ext.:

Office:

E-mail:

Student Leadership (must have at least 2):

Name:

Leadership Position:

Phone:

E-mail:

Name:

Leadership Position:

Phone:

E-mail:

Describe the Club and the activities/programming it will offer to students:

Describe how this club would benefit from official BSG Club Status:

Describe how the Bethel University community would benefit from this club:

How would the future of the club be impacted should it not receive official Club Status:

What are the club's goals and objectives for its first year as a BSG club?
(At least 3)

Where do you see the club in four years? How will it grow and continue?

Will there be continued interest in the club? How will you market this?

Will there be new members each year willing to succeed current leadership?

I certify that I have read and understand the BSG Clubs and Organizations Manual and will adhere to its policies should my organization receive official Club Status in BSG. I further certify that the above provided information is accurate and valid to the best of my knowledge. Furthermore, I will adhere to the Covenant for Life Together and all Bethel University policies when participating in club activities on or off campus.

Please read the above and sign below if you agree to the terms.

Student Leader (printed): _____

Signature: _____ Date: _____

Student Leader (printed): _____

Signature: _____ Date: _____

Please turn in to the Executive Director of Clubs & Organizations.
BSG mailboxes are located in the BSG offices in the Loft (Brushaber Commons 4th Floor).



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Club Advisor Roles and Responsibilities Form

Every advisor is an integral part of the success of any group that has official Club Status with BSG. Advisors should be carefully selected and be able to provide **assistance** and **time** to support the needs of the group that they are sponsoring in addition to their official duties.

Requirements:

- Must be an employee of Bethel University
- Must not be an advisor to more than one club. (Exceptions may only be made by BSG)
- Must be willing to be the person ultimately responsible for the club to BSG and to Bethel University.

Role:

- Ensure a budget is prepared and followed for the club
Includes signing off on budget reimbursements and ensuring all financial reports are given to BSG. Advisors are also responsible for helping student leaders create budget requests for funding.
- Ensure the club upholds all policies and procedures of Bethel University and BSG
Including-but not limited to-the BSG Clubs and Organizations Manual, university fundraising guidelines, and the Covenant for Life Together.
- Ensure a smooth transition of the club from year to year.
Includes making sure that responsible student leadership has been chosen by the members of the group by the spring to lead the following year.
- Ensuring membership records are kept and given to the BSG when requested
Club status is based on student interest. If a group's membership falls below 15 students, official Club Status may be withheld.
- Advisors should be active in mentoring the club's student leadership
Includes meeting regularly with group leaders to maintain a meaningful working relationship.
- Help to facilitate the growth of the club
While recruitment falls largely on the student leadership, advisors are responsible for making sure this happens.

I, _____, certify that I have read and understand my roles and responsibilities in advising _____. I will commit myself to fulfilling this role in keeping with BSG’s mission to “develop students’ God-given gifts and inspire them to be used in kingdom-building ways by connecting students with events, opportunities, and solutions, within Bethel and beyond.”

Please read the above and sign below if you agree to the terms.

Advisor Signature

Date

Club/Organization: List of Members

Name of Club: _____

First year clubs and organizations must begin with at least 15 members. By signing this document I acknowledge that I am an active member with the club listed above.

Name (please print)	Signature	Year
1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____
5	_____	_____
6	_____	_____
7	_____	_____
8	_____	_____
9	_____	_____
10	_____	_____
11	_____	_____
12	_____	_____
13	_____	_____
14	_____	_____
15	_____	_____
16	_____	_____
17	_____	_____
18	_____	_____
19	_____	_____
20	_____	_____
21	_____	_____
22	_____	_____
23	_____	_____
24	_____	_____
25	_____	_____

Preliminary Funding Request

This will be used to evaluate the potential funding needs of a group applying for official BSG club status. Please be as detailed and specific as possible.

Club/Organization Name:

Income:

Any money your club will be bringing in from fundraisers, club dues, etc....

Description:

Amount:

Total Income:	

Expenses:

