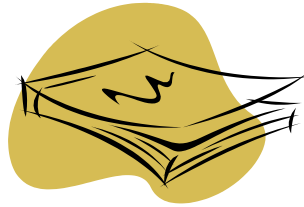




## Office of Student Life and Services

### Registering a Club or Organization (Non-Greek Life Organization)



Clubs and organizations must obtain “active status” every academic year beginning in the Fall Semester. In order for a club/organization to achieve “Active” status, the club/organization must maintain the following:

- ✓ Students in the club or organization must be currently enrolled in the University.
- ✓ Membership must consist of a minimum of ten (10) students.
- ✓ Members must have a minimum cumulative 2.0 grade point average and be in good standing with the University.
- ✓ Each club or organization must have an advisor (advisor must be an employee of the University).
- ✓ A Student Life and Services Club and Organization Registration Form must be submitted to the Office of Student Life and Services. Club and Organization Registration Form must include:
  - a membership roster (students’ names, UDC student ID numbers, telephone numbers, addresses and email addresses)
  - Officers’ roster (President, Vice President, Secretary, Treasurer)
  - Advisor’s contact information
  - Advisor and Club Presidents’ Signatures

Club and Organization Registration Form is available in the Office of Student Life and Services and online via Student Life and Services’ Website, [www.udc.edu/student\\_life](http://www.udc.edu/student_life) under the tab “Forms”.

Club & Organization Registration Form-09.10.pdf - Adobe Reader

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UNIVERSITY OF SOUTH CAROLINA

Division of Student Affairs  
Student Life and Services  
**Club & Organization Registration Form**

Club/Organization : \_\_\_\_\_

Academic Year: Fall \_\_\_\_\_ /Spring \_\_\_\_\_ ☐ Active ☐ Reactive

Advisor: \_\_\_\_\_

Campus Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Membership Roster**

Membership Roster must be completed and submitted at the beginning of each academic year.

Name/Office	Student ID #	Email Address	Telephone Number

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Completed registration forms should be submitted to the Office of Student Life and Services. A status letter will be sent to club/organization.

### **Club/Organization Reactivation:**

If a club or organization is in “inactive” status for *one academic year or less* and would like to reactivate club, a registration form should be submitted to the Office of Student Life and Services marked “active”.

If club or organization has been inactive for *more than one academic year*, registration form and a copy of updated constitution/bylaws should be submitted to Office of Student Life and Services marked “reactivate”. A status letter will be sent to club/organization.