



2011-  
2012

## CLUB RECOGNITION FOR CERTIFICATION FORM

In order to better serve the campus community, access more than minimal financial support for club programs, and be eligible to present campus-wide events and activities, a student club or must obtain official recognition as a **certified club** from the Associated Students of Highline Community College (Student Government).

Organizations seeking recognition and certification by the Associated Students of Highline Community College will be required to:

1. Show a prior meeting history as a HCC approved Club (either active last quarter or have two meetings registered in your club file with Club Action Forms)
2. Obtain additional required club leaders: a Club Vice-President and a staff or faculty Club Advisor
3. Submit this document which outlines the general purpose and mission of the club while demonstrating the expanded club involvement (President, Vice-President, Advisor, and a total of 3 additional enrolled students)
4. Club Leaders **MUST ATTEND** the HCC Club Certification Training- SIGN UP TODAY at our Front Desk or with a CLS Consultant.
5. Present your club for certification with a presentation at a forthcoming ASHCC Student Government Council Meeting.

## CONTEXT FOR CERTIFIED CLUBS AT HCC

### ASHCC Constitution

Article II: Section 1. [Purpose of organized student communities]

The purpose of the ASHCC is to be of service to students through campus, community and legislative activities as well as leadership development. Additionally, to be the representatives for students on the campus and in the community, and to foster cooperation among students, staff, faculty, administration, and the Board of Trustees.

# ASHCC Financial Code

Article II: Objectives.

The raising and expending of 522 Funds by Highline Community College student organizations has the objective of enhancing the general educational experience and maximizing the success of every student by providing a meaningful variety of healthful, educational, cultural, recreational and social programs, activities, and services.

Article IV: Section 1. Purpose.

The purpose of student clubs, organizations or programs is to provide communities and spaces that contribute to leadership development and/or service opportunities to the campus or community.

## Center for Leadership and Service Mission

The Center for Leadership and Service provides communities and experiences to enhance growth and learning outside the classroom. Students are invited to engage in leadership and service roles through hosting campus activities and programs. The Center for Leadership and Service ensures environments are created that promote student involvement and success and that teach the tenants of Servant Leadership: honoring connection and relationships, emphasizing social justice awareness, and promoting action as a global citizen.

## Community Service

Although not an all inclusive list we identify “community service” as service to Highline students as well as campus, local, state, regional, national, and international communities.

### Community

A group viewed as forming a distinct segment of society possessing like interests and agreed upon goals. Groups are formed around unity and common identity development.

### Service

To provide aid, assistance, care, support, encouragement, motivation and resources to further the goal or mission of the community.

Please articulate how your club or organizations’ purpose and activities will actively promote leadership through community service. Give specifics. Use the space below or submit on another on a separate piece of paper to be attached to this document.







# Recognition Addendum 2011-2012

Club Name \_\_\_\_\_

(To be officially recognized, a club must list 5 currently enrolled HCC students.)

We, the undersigned, indicate our intent to be members of this club/organization and to fulfill our organization statement of purpose. By signing below, we also agree to authorize the Center for Leadership & Service staff to access our academic record to verify our enrollment at Highline Community College.

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Submit this form to *The Center for Leadership and Service, 3<sup>rd</sup> Floor, Highline Student Union.*

## **Community Consultant Team**

### *General Intake*

- Confirm Club Activity or Meeting History
  - Active Last Quarter (JB or NB approval)
  - Two meeting history- Club Action Form Record in Club File
- Confirm/Invite Pres and VP to Club Leader Training (if needed) and Club Certification Training
- Invite Advisor to Club Certification Training, once student leaders register
- Add Certification Form to the Club Formation Binder
- Monitor Training Attendance
  - President Attended Club Certification Training
  - Vice President Attended Club Certification Training
- When the above are complete- CLCs copy this completed form to indicate readiness for ASHCC Certification and Deliver to Front Desk CLS Program Coordinator for enrollment verification.

After enrollment verification, forms are delivered to the ASHCC Vice President.

## **ASHCC VICE PRESIDENT**

- Confirm Attendance of Club President and/or Vice President at next ASHCC Meeting
- Invitation e-mail to Club Advisor
- Prepare Certificate

## **UPON ASSIGNMENT OF CERTIFIED CLUB TO COMMUNITY & LEADERSHIP CONSULTANT**

- Congratulatory e-mail to Club Leadership Team and invite to meet
- Schedule your attendance for a club meeting
- Set-up 3CT for planning and invitation into club leader opportunities