



Division of Student Engagement

Club/ Organization Registration Checklist

Contact the Assistant Director of Student Engagement for a Club/Organization charter consultation

Identify club/organization name

Develop the club/organization's mission statement and purpose

Have a minimum 10 CCC students interested as petitioned members

Select a primary advisor for the Club/Organization (must be a full-time CCC faculty or staff member)

Identify when your club/organization will conduct meetings

Elect officers

Identify when recruitment/induction will take place

Submit the advisor commitment and registration form