How to Form a New Oakton Student Club

New Club Formation Petitions may be submitted between **Monday, August 21, 2023** and **Friday, March 8, 2024**. The Student Government Association (SGA) approves all new clubs, which are formed by students and their prospective advisor(s).

Step One: Club Formation

- Complete the New Club Formation Petition and turn in to Student Life & Campus Inclusion (SLCI) in-person or by email to *studentlife@oakton.edu*.
- Schedule an appointment to discuss the proposed club with an SLCI staff member by emailing *studentlife@oakton.edu* or calling the office at 847-635-1699 (Des Plaines) or 847-635-1443 (Skokie).
  - Discussion will focus on the proposed club goals and objectives, whether the club creates a liability for the College, and suggestions for restructuring.
- The New Club Formation Petition is then forwarded to SGA for consideration. SGA will discuss the petition at the General Body Meeting. Student club sponsors are encouraged to attend.
  - In-person meetings are held at both Des Plaines and Skokie campuses.
  - Virtual meetings are held via Zoom, which can be provided upon request by emailing *studentlife@oakton.edu*.

If approved, the club has four (4) weeks to complete "Step Two: Club Approval" (see below) in order to be fully recognized. Pending clubs may use limited campus facilities, such as Student Street to recruit club members. Full access to campus facilities to hold events or meetings, and access to funds will be available after the completion of "Step Two: Club Approval".

If denied, the proposed club is notified of concerns and invited to address these issues before resubmitting the request.

Step Two: Club Approval

Approved clubs have full rights, privileges, and access to club funds after these steps are completed:

- Secure at least one student officer.
- Recruit an advisor who is an Oakton employee. *Note: Advisors cannot be student employees.*
- Student Officer(s) and Advisor(s) must attend a Club and Organization Leadership Training Session and sign their agreements. Training sessions will be held throughout the year and will be communicated through SLCI.
- Develop a club constitution.
- Complete club registration documents which includes the following: Club Registration Form, Student Officer Agreement, Advisor Agreement, and Club Membership List.
  - Submit these documents to SLCI in-person or by email to *studentlife@oakton.edu*.
- SLCI staff will verify completed forms and submit to SGA for formal recognition. SGA will vote to approve the club at the General Body Meeting. Student Officer(s) are encouraged to attend to respond to any questions, if any.

NEW CLUB FORMATION PETITION 2023-2024

Directions: Fill out the information below and turn in to Student Life & Campus Inclusion (SLCI) in-person or email to *studentlife@oakton.edu*. Then, make an appointment to meet with an SLCI staff member to review the petition.

STUDENT INFORMATION

Student Name:		Student B#:	
Email:		Phone:	

CLUB PROPOSAL

Club Name:	
Purpose: *(Think about what you will say to students who don't know anything about the club. How would you describe this club to them?)*	
Activities: *(Think about what kind of activities/events would this club host for club members and all students at Oakton?)*	
Membership Requirements: *(SLCI already requires that all official members of a club must be enrolled in at least one credit-bearing course. Do you have any other requirements?)*	
Recruitment Plans:	

# of Students Interested:		Name of Affiliated Organizations: *(Does the club plan to be a part of any organizations outside of Oakton College?)*	
Advisor(s):			

After review by an SLCI staff member, the petition will be reviewed and voted on by the Student Government Association. After approval, clubs will have four (4) weeks to submit Club Registration paperwork. Questions should be directed to SLCI in-person or by email to studentlife@oakton.edu.

OFFICE USE ONLY			
SLCI Review		SGA Review	
Initials: _____	Date: _____	Initials: _____	Dates: _____
Meeting Date: _____	To SGA: _____	Approved	Denied
Approved	Denied	Club Forms Due: _____	