

OFFICE OF STUDENT LIFE AND ENGAGEMENT

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# Student Organization Handbook



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# INTRODUCTION

## Welcome to Forsyth Tech

Welcome to Forsyth Technical Community College! We are excited to have you as part of our vibrant student community. This handbook is designed to help guide you through the process of starting and maintaining a successful student organization on our campus.

## Purpose of the Handbook

The purpose of this handbook is to provide students and advisors with the necessary information, guidelines, and resources to create and sustain a student organization. It outlines the policies and procedures that must be followed to ensure that your organization operates effectively and remains in good standing with the Office of Student Life and Engagement (SLE).

# ESTABLISHING A STUDENT ORGANIZATION

## Membership Requirements

A student organization can be created and maintained with a minimum of five (5) students. These students must be currently enrolled at Forsyth Tech and committed to the mission and goals of the organization.

## Advisor Role

Each student organization must have a faculty or staff advisor. The advisor provides guidance, support, and oversight to ensure that the organization aligns with the college's values and policies. Advisors also serve as a liaison between the organization and the Office of Student Life and Engagement.

## Constitution Guidelines

All student organizations must have a constitution. This document should outline the organization's purpose, structure, membership requirements, officer roles, election procedures, meeting frequency, and amendment process. The constitution serves as the governing document and must be submitted to the SLE office during the organization's formation.

# REQUESTING FUNDING

## Funding Limit

Student organizations may request funding from the SLE office of up to \$500 per semester. Additional funding may be approved based on specific needs and availability, as determined by the SLE office.

# REFUNDING REQUEST PROCESS

## Formal Requests

To request funding, organizations must submit a formal funding request form to the SLE office. This form should detail the purpose of the funding, the amount requested, and how the funds will be used to benefit the organization and its members.

## Presentation Requirements

Alongside the funding request form, student organizations are required to make a short presentation to the SLE staff. This presentation should provide an overview of the organization, the event or activity for which funding is being requested, and the expected impact on the student body or community.

## Timeline for Funding Requests

All funding requests must be submitted at least 30 days before the requested date of the event or activity. This allows the SLE office sufficient time to review the request, schedule a presentation, and process the funding.

# REQUESTING SLE SUPPLIES

## Supply Request Process

Student organizations may request supplies from the SLE office, including but not limited to snacks, equipment, and other materials necessary for events and activities. All supply requests must be made using the Supply Request Form (see Appendix).

## Timeline for Supply Requests

Supply requests should be submitted at least two weeks before the requested event. This timeline ensures that the SLE office can accommodate the request and provide the necessary supplies in a timely manner.

# CLUB AND ORGANIZATION MEETINGS

## Attendance Requirements

Each student organization must have at least one representative attend the monthly club and organization meetings organized by the SLE office. Attendance is crucial for staying informed about campus-wide events, resources, and opportunities.

## Club and Organization Meetings

These meetings are a platform for student organizations to collaborate, share updates, and receive important information from the SLE office. Meeting attendance helps ensure that organizations remain active and engaged within the campus community.

## SLE President's Academy

All student organizations must have a president or vice president attend the SLE President's Academy. This program provides leadership training, networking opportunities, and valuable resources to help student leaders succeed. Attendance at the President's Academy is required to maintain active status and eligibility for funding.

# MAINTAINING ACTIVE STATUS

## Compliance Requirements

To remain in good standing, student organizations must comply with all policies and procedures outlined in this handbook. This includes submitting required forms, attending meetings, and adhering to the organization's constitution.

## Engagement and Participation

Active student organizations should consistently engage their members and the campus community through events, activities, and initiatives that align with their mission. Participation in SLE-sponsored events and collaboration with other organizations is encouraged.

## Communication Expectations

Organizations must maintain regular communication with the SLE office and their advisor. Updates on activities, changes in leadership, and other pertinent information should be communicated promptly.

## Documentation and Record Keeping

Student organizations are responsible for keeping accurate records of their activities, meetings, and finances. These records should be made available to the SLE office upon request.

## SUPPORT FROM THE OFFICE OF STUDENT LIFE AND ENGAGEMENT

The SLE office is here to support your organization's growth and success. We provide resources, guidance, and assistance to help you achieve your goals. Don't hesitate to reach out with any questions or concerns.

### CONTACT INFORMATION

For assistance, please contact the Office of Student Life and Engagement at [sle@forsythtech.edu](mailto:sle@forsythtech.edu). We are located in Tech Building 124.

### OFFICE HOURS

Our office is open Monday through Friday from 8A-5P. Feel free to visit us during these times for support and resources.

## APPENDICES

### Sample Constitution Template

[short.forsythtech.edu/ConstitutionTemp](http://short.forsythtech.edu/ConstitutionTemp)

### Supply & Funding Request Form

[short.forsythtech.edu/NeedsRequest](http://short.forsythtech.edu/NeedsRequest)

## ADDITIONAL RESOURCES AND CONTACTS

### SLE Event Survey

[short.forsythtech.edu/SLESurvey](http://short.forsythtech.edu/SLESurvey)