



## Kirtland Club/Organization Form

Date:

Club/Organization Name:

Advisor (s):

Club Officers:

Primary Kirtland location of Organization:

Club/Organization Mission Statement:

Supplemental Educational support and Goal Achievement:

Possible fundraising/volunteering projects:

All Student Clubs/Organizations shall,

- Submit a registration form to the Office of Student Services each academic year to register the organization.
- Identify an advisor for the organization who is an employee of Kirtland Community College.
- Maintain a roster with officer titles
- Design a mission that supports the college's mission and value.
- Send meeting minutes to [michelle.vyskocil@kirtland.edu](mailto:michelle.vyskocil@kirtland.edu) throughout the semester.
- Confirm that group officers are current registered Kirtland students.