## Table of Contents

Advisor List ................................................................. 2

Club Renewal Form ...................................................... 4

Requirements for Clubs .................................................. 5

Establishing a new club/organization ............................... 6

Bylaws/Constitution Guidelines ........................................ 7

Event Check List .......................................................... 11

Event Planning Form ...................................................... 12

Event Evaluation Form ................................................... 13

Room Request ............................................................... 14

Theatre Request ............................................................ 15

Flyer Guide ................................................................. 16
GBC CLUBS and ORGANIZATIONS
ADVISOR CONTACT LIST

Agricultural Student Organization
Tracy Shane  
Lund 109B  
753-2344  
tracyb@gwmail.gbcnv.edu

Art Club
No Information

Colleges Against Cancer (CAC)
No Information

GBC Democrats
Wendy Charlebois  
EIT 129  
753-2466  
wendyc@gwmail.gbcnv.edu

Housing Central
Stacie Potter  
Griswold Hall  
753-2360  
ostaciep@gwmail.gbcnv.edu

Intervarsity Christian Fellowship (IVCF)
Mr. Mark Ports  
mports@gmail.com  
934-4672

LDS Student Association (LDSSA)
Dr. Jay Larson  
GTA 101  
753-2125  
jayl@gwmail.gbcnv.edu

Native American Club
Norman Cavanaugh  
Fitness Center  
753-2113  
normc@gwmail.gbcnv.edu

Newman Club
Dr. Linda Uhlenkott  
MCML 119  
753-2346  
lindau@gwmail.gbcnv.edu
Phi Beta Lambda (PBL)
Dr. Jay Larson
GTA 101
753-2125
jlar1@gwmail.gbcnv.edu

Phi Theta Kappa (PTK)
David Ellefsen
MCML 111 (Library)
753-2385
davide@gwmail.gbcnv.edu

Rotaract
Dr. Laurie Walsh
EIT 123
753-2331
lauriew@gwmail.gbcnv.edu

Skills USA
Bob Byram
EIT143
777-1781
robertb@gwmail.gbcnv.edu

Social Work Association (USSWA)
Wendy Charlebois
EIT 129
753-2466
wendyc@gwmail.gbcnv.edu

Student Ambassadors
Tammy Robinson
CCC
753-2255
tammyr@gwmail.gbcnv.edu

Student Government Association (SGA)
Julie Smith
CCC
753-2343
julies@gwmail.gbcnv.edu

Students’ Organizations & Leaders (SOL/Programming Board)
Julie Smith
CCC
753-2343
julies@gwmail.gbcnv.edu

Student Nurses Organization (SNO)
Amber Donnelli
Health Sciences 124
753-2007
amberd@gwmail.gbcnv.edu
Diane Elmore
Health Sciences 116
777-1810
dianee@gwmail.gbcnv.edu
Great Basin College  
Student Government Association  
Club/Organization Renewal Form

☐ New  ☐ Renewal

(PLEASE PRINT)

Date: _____________________

Formal Name of Organization: ___________________________________________

Organization President: ________________________________________________  
____________________________________________________________________  
E-Mail Address  Phone/Contact Number(s)

Organization Vice-president: ____________________________________________  
____________________________________________________________________  
E-Mail Address  Phone/Contact Number(s)

Organization Treasurer: ________________________________________________  
____________________________________________________________________  
E-Mail Address  Phone/Contact Number(s)

Organization Secretary: ________________________________________________  
____________________________________________________________________  
E-Mail Address  Phone/Contact Number(s)

Organization Advisor: __________________________________________________  
____________________________________________________________________  
E-Mail Address  Phone/Contact Number(s)

SGA Organization Checklist  
**Please attach the following to this form:  
• Academic Year/Semester Meeting Schedule  
• Complete member Roster  
• Organization’s Constitution or Bylaws (if changed from previous year)
Requirements for Clubs/Organizations

Membership:

All members of a student organization or club must be currently enrolled students of Great Basin College.

Registration:

A new or renewal student club/organization form identifying the current officers and advisor must be completed before the club will be recognized by the SGA. The club/organization will not be able to receive funds unless they are recognized. If a change occurs in the slate of officers or advisor during the year, a new form should be submitted.

Participation in SGA:

All organizations/clubs are required to choose a representative to the SGA. The SGA representative is expected to attend Programming Board (SOL) meetings. Each Club/Organization is expected to sponsor at least one Fall and Spring Programming Board event and keep SGA informed about the activities of the organization/club.

Adherence to NSHE, GBC, and SGA Policy and Procedures:

Student clubs/organizations that do not adhere to the policies and procedures established by either NSHE, GBC, or SGA may risk the loss of recognition and funding opportunities.
Steps for Establishing a New Club/Organization

Step 1 Establish the name of the club/organization and determine a purpose or mission statement for that club/organization.

Step 2 Identify a GBC faculty or professional GBC staff member who is interested in serving as an advisor for the club/organization.

Step 3 Recruit a minimum of five currently enrolled students to join the club/organization.

Step 4 Submit the new club/organization form to SGA.

Step 5 Submit written bylaws/constitution, which states the name, purpose, membership, requirements, nondiscrimination statement, officers’ duties, election process, financial matters, and meetings, to SGA.

Step 6 After all paperwork is submitted to SGA, the club/organization will be asked to attend a SGA meeting. SGA will vote to formally recognize the club/organization. In order to be recognized, the club/organization needs a majority vote.

Step 7 At the beginning of each Academic year, the club/organization will need to submit a club/organization renewal form in order to remain active and eligible for funds.

*Refer to SGA Constitution Article IX - www.gbcnv.edu/sga
GBC Club/Organization Bylaws/Constitution
Guidelines

ARTICLE 1 Section 1: This is where you place the name of your club.
ARTICLE 1 Section 2: This is where you state the purpose for which you are forming the club.

ARTICLE 2 Section 1: Who can be a member of your club?
ARTICLE 2 Section 2: When should members attend the meetings?

ARTICLE 3 Section 1: What is the office position?
    Part A: What are the duties of that position?

ARTICLE 4 Section 1: When shall potential officers be nominated? When shall elections take place?
ARTICLE 4 Section 2: How shall they be elected (ballot, roll call vote etc.)?
ARTICLE 4 Section 3: How long shall they hold office?
ARTICLE 4 Section 4: This is the statement that no member can hold more than one office within this club during the same time.

ARTICLE 5 Section 1: How often will you have meetings (monthly, weekly, etc.)?
ARTICLE 5 Section 2: If the officers meet separately, when will their meetings be?
ARTICLE 5 Section 3: Who can call special meetings? How can special meetings be called? How many days notice shall be given to the members?
ARTICLE 5 Section 4: How many people shall constitute a quorum? Do the officers count toward the quorum?

ARTICLE 6 Section 1: Who are the members of the Executive Board?
ARTICLE 6 Section 2: What are the duties of the Executive Board?
ARTICLE 6 Section 3: When shall they meet?

The purpose of article 7 is to state the name and duties of standing committees, committees that function on a yearly basis.

ARTICLE 7 Section 1: Name of committee.
    Part A: Duties of the committee.

ARTICLE 8: Statement that your club will follow parliamentary procedure (place club name in blank).

Note: Not all of the above may apply to your club. Feel free to change the format of this document to fit your clubs needs. If you have any questions about the meanings or purpose of any part of this document please call SGA.
GBC CLUB
BYLAWS FORM

ARTICLE 1
Association

1. The name of this club shall be ________________________________
2. The purpose of this club shall be ________________________________
   ___________________________________________________________________
   ___________________________________________________________________
   ___________________________________________________________________
   ___________________________________________________________________

ARTICLE 2
Membership

1. _______________________________________________________________
   ___________________________________________________________________
   ___________________________________________________________________
2. _______________________________________________________________
   ___________________________________________________________________
   ___________________________________________________________________

ARTICLE 3
Officers

1. _______________________________________________________________
   A. _______________________________________________________________
      ___________________________________________________________________
   2. _______________________________________________________________
   A. _______________________________________________________________
      ___________________________________________________________________
   3. _______________________________________________________________
   A. _______________________________________________________________
      ___________________________________________________________________
   4. _______________________________________________________________
   A. _______________________________________________________________
ARTICLE 4
Elections

1. _________________________________________________________________
   _________________________________________________________________
   _________________________________________________________________

2. _________________________________________________________________
   _________________________________________________________________
   _________________________________________________________________

3. _________________________________________________________________
   _________________________________________________________________
   _________________________________________________________________

4. No Member shall hold more than one office at a time.

ARTICLE 5
Meetings

1. _________________________________________________________________
   _________________________________________________________________
   _________________________________________________________________

2. _________________________________________________________________
   _________________________________________________________________
   _________________________________________________________________

3. _________________________________________________________________
   _________________________________________________________________
   _________________________________________________________________

4. _________________________________________________________________
   _________________________________________________________________
   _________________________________________________________________
ARTICLE 6
The Executive Board

1. 
2. 
3. 

ARTICLE 7
The Committees

1. 
   A. 
2. 
   A. 
3. 
   A. 
4. 
   A. 

ARTICLE 8
Parliamentary Authority

The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern the ____________ in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the club may adopt.
Event Planning Check List

CHECK ALL THAT APPLY:

☐ Discussed/Planned event in SGA Programming Board
☐ Event planner (lilac form) completed
☐ Room Request (blue form) completed
☐ Security and Buildings and Grounds notified
☐ Posters/Flyers approved by Student Advocate
☐ Marquee request (pink form) completed
☐ Contacted SGA President for agenda request(s)
☐ Agenda requests due two SGA meetings prior to event
☐ Attended SGA meeting to present agenda request
☐ Received approval from the SGA
☐ Obtained DPO(s) with Student Advocate signature
☐ Advertising completed
☐ All equipment, supplies, etc. obtained
☐ Need group insurance?? (See SGA Student Advocate)
☐ Thank you cards!!!
Great Basin College  
Student Government Association  
Event Planning Form/ Money Request Form  

(PLEASE PRINT or TYPE)  

Today’s Date: ______________________________  
Event Sponsor:  ________________________  Form Prepared By:  ____________________________  
Name of Event:  ________________________  Date of Event: ____________________________  
Location of Event:  ________________________  Time of Event: ____________________________  

Has the room request been turned in and approved?        Yes        No        N/A  

Do you need insurance for this event?        Yes (Tulip, W9, Certificate of Insurance)        No        N/A  
If yes, why? ________________________________________________________________________  
__________________________________________________________________________________  

Have security and buildings and grounds been notified?       Yes        No        N/A  

Have posters/flyers been approved by the SGA Student Advocate?        Yes        No        N/A  

What is the goal/purpose of this event? ________________________________________________  
__________________________________________________________________________________  
__________________________________________________________________________________  

Briefly describe the event.  ____________________________________________________________  
__________________________________________________________________________________  
__________________________________________________________________________________  

How many volunteers do you have? _______  

Will you need additional volunteers from SGA or other clubs?        Yes        No  

How will you advertise for this event?        Radio        Newspaper        Flyers        Posters  
Other: _____________________________________________________________________________  
__________________________________________________________________________________  

Detailed Expenditures:  

<table>
<thead>
<tr>
<th>Item</th>
<th>Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*If amount is over $2000 see Student Advocate  
*May use additional sheet if needed  

Total Estimated Cost of Event $ ____________  
Total Amount Requested From SGA $ __________
Great Basin College
Student Government Association
Event Evaluation Form

(PLEASE PRINT or TYPE)

Today’s Date: ___________________________
Event Sponsor: _________________________
Name of Event: ________________________ Date of Event: ________________________
Location of Event: ________________________ Time of Event: ________________________
Total cost of event? $__________

If applicable, how much money did the event make? $__________

Have the receipts been turned into the SGA Treasurer or Student Advocate?    Yes       No

How many volunteers participated? ____________
Was this enough?    Yes       No

Which clubs were involved? ___________________________________________________
List of Vendors: _____________________________________________________________

What method(s) of advertising was used?
__________________________________________________________

Was the event successful?    Yes       No

What was good about the event?
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Suggestions for improvement:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Would you do this event again?    Yes       No
Why or why not?
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
Room Utilization Request Form

Name of Applicant ________________________________________________________________________

Applicant’s Signature ___________________________ Date ___________________  
Signed by Applicant

Organization ______________________________________________________________________________

Address _____________________________________________________ Phone ____________________
________________________________________________________________________________________

Email Address ____________________________________________________________________________

Purpose of Request _________________________________________________________________________

Date(s) Requested _________________________________________________________________________

Time(s) Requested _________________________________________________________________________

Special Seating/ __________________________________________________________________________  No. of people expected to attend? __________
Room Preference __________________________________________________________________________

☐ Laptop ☐ TV/VCR/DVD
☐ LCD Projector (if available) ☐ Slide Projector
☐ Flip Chart ☐ White/Black Board (must provide own pens/chalk)
☐ Overhead ☐ Screen

________________________________________________________________________________________

Vice President for Administrative Services Signature ___________________ Date ________________

TERMS OF ROOM USE

Great Basin College reserves the right to change or cancel a reserved room when conditions warrant.
No guarantees of special set-up or electronic equipment can be made to requesting party less than one week in advance.
A request must be made prior to use in order to secure building and room use.
There may be extra charges for special set-ups and for use outside regular college hours of operation.
The room will be available only during the time requested and will be locked prior to and promptly at the end of requested time.
The applicant agrees to replace and/or pay for any damages/losses incurred while occupying the premises.
Absolutely NO FOOD in the rooms without consent prior to event.

OFFICE USE ONLY
Distribution: Copies - Applicant, Audio Visual Coordinator, Files, Original - Buildings/Grounds Book
This application must be completed and signed in order to secure a use of the facility. No guarantees of special set-up or electronic equipment will be made to those persons filing this application less then ten (10) working days in advance.

Payment of fees is required upon notification of approval by the Office of the Vice President for Administrative Services.

ABSOLUTELY NO FOOD OR DRINKS ARE ALLOWED INSIDE THE THEATRE.

If any problems occur, please contact 753-2101 between 8:00 am - 5:00 pm or 738-8493 between 8:00 am - 9:00 pm.

Applicants Signature _______________________________ Date ____________________

Vice President for Administrative Services ______________________________ Date ____________________

Theater personnel ____________________________________________ Date ____________________
Poster/Flyer Guide

Get permission first….
Posters/flyers must be submitted to SGA Student Advocate for approval

Target your audience
Who will attend event???

Proofread poster/flyer for spelling/ grammatical errors

Poster/flyer legible, colorful, and eye-catching

ONE poster/flyer per bulletin board

Be creative with distribution of posters/flyers!!!
Dorms with door hangers, classroom desktops, sidewalk chalk, etc…
Do NOT disturb classes in session!!!

Old posters/flyers removed