

# Arkansas Northeastern College

## Explanation of Forms

### **Club/Organization Intent to Participate form**

This form allows Student Services to know which clubs will be participating for planning and budgeting purposes. This form needs to be submitted to Johnny Moore by September 17<sup>th</sup> for the Academic Year.

### **Official Club Roster form**

This form is to document the members in your club. There must be a minimum of six student members to be considered active. Please include student ID numbers. Sponsors are not included in the club member count. Clubs with 6-10 members must have at least half of the members present for any meeting, event, or activity.

### **Club/Organization Event and Activity Report form**

This form needs to be completed and turned in to Johnny Moore within two weeks after the completion of an event, a meeting, or a publicity article in any of the approved publications. This will help us track your progress throughout the semester and to keep accurate records of all events and activities. Each form will need to include a roster of who participated in the event. If this form is to acknowledge an article that has been published, a copy of the article should be attached.

### **Participant Sign In form**

This form is for documenting all students who participate in any of your club's activities or events. All people who participate (members and non-members) should sign in.

### **Club/Organization Community Service Hours form**

This form will allow for documentation of hours for the club's community service activity or event. This form will need to be turned in to Johnny Moore at the end of each semester for reporting purposes.

### **Request for Club Stipend form**

This is the final form that has to be submitted each semester. In order to correspond with the college's pay schedule, this form will need to be submitted to Johnny Moore by November 28<sup>th</sup> for the Fall semester and April 24<sup>th</sup> for the Spring semester. Each sponsor or co-sponsor will fill out a separate form. If more than one person sponsors the same club, the stipend amount requested will need to be equally divided.