



## ANNUAL CLUB RECERTIFICATION PACKET

**OFFICE OF STUDENT AFFAIRS**

UPDATED SEPT 2017

All Student Clubs are required to update their information annually with the Office of Student Affairs and the Student Government Association. Please take a few minutes to fill out the following information. Failure to do so by the deadline announced through the Student Affairs' staff each year will result in suspension of the club.

**NOTE:**

1. All Officers must be enrolled for at least 6 hours with a minimum cumulative G.P.A. of 2.5.
2. Any students who have been suspended for academic/non-academic reasons and are allowed to enter the campus are NOT allowed to take leadership roles within student clubs.

**Name of Club:** \_\_\_\_\_

**ORGANIZATION INFORMATION:**

**Important note:** You may not enter into any legally binding contracts on behalf of the American University of Afghanistan or the Office of Student Affairs. The Director of Student Affairs is the only person that can sign a contract with an outside vendor, business, etc. on your behalf. Your signature below denotes that you have read, understand, agree and will adhere to this important guideline.

(Please Print Unless Otherwise Noted)

\*\*\*Make sure your information is legible\*\*\*

**Current Officers:**

**President's Information:**

Name \_\_\_\_\_

Class Standing: (circle one) FSP    FR    SO    JR    SR

Email \_\_\_\_\_

Phone # \_\_\_\_\_ AUAF ID # \_\_\_\_\_ GPA \_\_\_\_\_

Signature \_\_\_\_\_

**Vice President's Information:**

Name \_\_\_\_\_

Class Standing: (circle one) FSP    FR    SO    JR    SR

Email \_\_\_\_\_

Phone # \_\_\_\_\_ AUAF ID # \_\_\_\_\_ GPA \_\_\_\_\_

Signature \_\_\_\_\_

**Secretary's Information:**

Name: \_\_\_\_\_

Class Standing: (circle one) FSP      FR      SO      JR      SR

Email \_\_\_\_\_

Phone # \_\_\_\_\_ AUAF ID # \_\_\_\_\_ GPA \_\_\_\_\_

Signature \_\_\_\_\_

**Other Officers Information:** (Additional Officers Other Than Above Are Not Mandatory)

Position: \_\_\_\_\_

Name \_\_\_\_\_

Class Standing: (circle one) FSP      FR      SO      JR      SR

Email \_\_\_\_\_

Phone # \_\_\_\_\_ AUAF ID # \_\_\_\_\_ GPA \_\_\_\_\_

Signature \_\_\_\_\_

Position: \_\_\_\_\_

Name \_\_\_\_\_

Class Standing: (circle one) FSP      FR      SO      JR      SR

Email \_\_\_\_\_

Phone # \_\_\_\_\_ AUAF ID # \_\_\_\_\_ GPA \_\_\_\_\_

Signature \_\_\_\_\_

**ADVISOR**

**Roles and Responsibilities:**

All clubs that wish to be recognized must have a faculty and/ or senior staff advisor. The criteria for the advisor are as follow:

- Must be full or part time faculty or full time professional staff at a senior level at the American University of Afghanistan.
- Should by virtue of interest, expertise, or experience, be both acceptable and beneficial to the club's Statement of Purpose.
- Serve in a voluntary capacity; they are the AUAF officials that the Office of Student Affairs will call upon regarding any major issues pertaining to the club.
- Advise their club regarding programming, usage of facilities, budget preparation, fiscal responsibilities and other policies and procedures.
- Aware and involved in the club's activities; advisor must be available for questions and consultation with the club and the office of Student Affairs.
- Sign all proposals before they are presented to the Office of Student Affairs (ex. budget, event, guests).
- Involved in the logistics of major events that the club generates as well as attending all of these events such as conferences, fundraising, travel, etc. If at the request to attend an event and he or she is unable to do so it is his or her responsibility to identify a representative who is an American University of Afghanistan staff or faculty to take their place.

**Policies and Procedures:**

- A student club may initiate a change of advisors for reasons such as incompatibility or failure to fulfill responsibilities by submitting a letter of complaint.
- An advisor’s decision to decline or withdraw their voluntary services must be submitted in writing to the Office of Student Affairs and to the student club.
- If a club is having trouble finding an advisor, they must seek the assistance of the Office of Student Affairs.

**Advisor Agreement**

I \_\_\_\_\_, faculty or staff member(s) of The American University of Afghanistan, hereby agree to serve in the capacity of advisor(s) to this organization. I (We) understand that it is the responsibility of an advisor to oversee the activities of an organization and to ensure that all college policies and procedures are followed. I must attend organization events. If I am unable to be present for an event, I shall appoint another faculty or staff member to take my place and immediately notify the Office of Student Affairs of the change.

Campus Office Address: \_\_\_\_\_

Department: \_\_\_\_\_

Email: \_\_\_\_\_

Phone #: \_\_\_\_\_

Signature: \_\_\_\_\_

**STATEMENT OF PURPOSE**

Please develop a 300-word Statement of Purpose in a separate sheet answering following questions:

- What are the mission statement for your club?
- What are the goals of your club?
- How do you plan to accomplish these goals?
- What is the benefit of your club being on campus and how does it add value to the student community?

\*Please submit your writing in both soft and hard copy.