

# *Associated Students of the College Of Southern Nevada*

## *Club/Organization Packet Academic Year 2010-2011*

**Club/Organization Full Name:**

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- Renewal Club/Organization Application**
- New Club/Organization Application**

**Received By** \_\_\_\_\_

*Please review the Club Packet Checklist page when collecting  
this document.*

**Date/Stamp** \_\_\_\_\_

***Student Government Contact:***

*Dustin Rains*

*Vice President of ASCSN*

*Student Government*

*Office Number: 651-4382*

*Dustin.rains@csn.edu*

**Please Submit Three Copies of  
Your Club Packet**

\_\_\_\_\_  
*ASCSN Vice President Signature*

**Reviewed On** \_\_\_\_\_

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## General Information

Club Packets should be submitted to the ASCSN Vice President of Student Government or to the Administrative Assistants at the Department of Student Life and Leadership Development offices.

Cheyenne 651-4942  
Henderson 651-3177  
West Charleston 651-5614

**Please submit three (3) copies of the completed club packet.**

### Seed Money Deadlines

**All club statuses expire at the end of the year and must be renewed in the Fall semester.**

**Fall Semester 2010:**

August 30<sup>th</sup> – September 30<sup>th</sup>

October 1<sup>st</sup> – October 29<sup>th</sup>

November 1<sup>st</sup> or later

\$300.00 seed money

\$200.00 seed money

No seed money awarded,  
recognition only if voted upon

**Spring Semester 2011: (New Clubs Only)**

January 18<sup>th</sup> – February 18<sup>th</sup>

February 21<sup>st</sup> – March 25<sup>th</sup>

March 28<sup>th</sup> or later

\$300.00 seed money

\$200.00 seed money

No seed money awarded,  
recognition only if voted upon

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**ASCSN Student Government**  
**Contact Information**

**Student Government Offices**

Cheyenne Campus-1089  
3200 East Cheyenne Avenue  
North Las Vegas, NV 89030  
Phone # 651-4942  
Fax# 651-4851  
C1C – sort code

West Charleston Campus-B 102  
6375 West Charleston Boulevard  
Las Vegas, NV 89146  
Phone # 651-5614  
Fax # 651-5098  
W1B – sort code

Henderson Campus-B 130E  
700 College Drive  
Henderson, NV 89002  
Phone # 651-3177  
Fax # 651-3508  
H7B – sort code

**Executive Board**

President J.T. Creedon  
Cheyenne Campus-1097  
3200 East Cheyenne Ave  
N. Las Vegas, NV 89030  
Phone : 702-651-4380  
Fax :702-651-4416  
C1C – sort code  
Jt.creedon@csn.edu

Vice President Dustin Rains  
Cheyenne Campus-1094  
N. Las Vegas, NV 89030  
Phone : 702-651-4382  
Fax : 702-651-4851  
C1C – sort code  
Dustin.rains@csn.edu

Secretary Jannelle O'Shaughnessy  
Cheyenne Campus-1095  
N. Las Vegas, NV 89030  
Phone : 702-651-4381  
Fax : 702-651-4851  
C1C – sort code  
Jannelle.o'shaughnessy@csn.edu

Treasurer Felicia Lopez  
Cheyenne Campus-1096  
N. Las Vegas, NV 89030  
Phone : 702-651-4379  
Fax : 702-651-4851  
C1C – sort code  
Felicia.lopez@csn.edu

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## Club Advisor Guidelines

Advisors must attend all on and off-campus meetings of the club/organization. No club can meet without the Advisor's presence, unless a National Constitution or National By-laws overrule this provision.

The Advisor's responsibility is to ensure that the Club/Organization follows all campus and Student Government policies, rules and regulations. This responsibility calls for a close working relationship between the Advisor and the Director of the Department of Student Life and Leadership Development. Some of the responsibilities of the Advisors are:

1. Supervising any and all events sponsored by the club/organization. The Advisor is responsible for assuring that all appropriate institutional forms are completed; assuring the success of any event, and that all Student Government policies and procedures are followed. **At a minimum the Advisor must complete a "Facility Usage Form," and have it approved by the Director of the Department of Student Life and Leadership Development.** Facility Usage Forms can be accessed on the CSN website ([www.csn.edu](http://www.csn.edu)) or at the Cheyenne, West Charleston, or Henderson campus facility offices. If furniture or equipment is needed, an O&M and Communication Departments form must be completed.
2. If money is exchanged at the event, the Advisor must supervise the collection and depositing of funds with the Cashier Office. The Advisor should meet with the Cashier Department, so the Advisor can be made aware of cash handling procedures. The Cashier for the Cheyenne campus can be reached at 651-4363, West Charleston campus 651-5650 and Henderson campus 651-3022.
3. Advisors must be familiar with campus regulations regarding campus security, unruly conduct, drugs, alcohol and injury. More specifically they must be aware of the, **Student Code of Conduct.** Violation will result in the elimination of the Club/Organization. A copy of the **Code of Conduct** is located on the CSN website.
4. Advisors must consult with the Public Affairs Department if any media is to be involved in or invited to any club/organizational activity. The Public Affairs Department can be reached at 651-7300.
5. All out-of-state travel requires Advisor's presence unless overruled by National Constitution or National By-laws. Out-of-town forms may be obtained from Advisor's departmental secretary.

Advisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

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## Nevada Open Meeting Law Requirements

All Clubs/Organizations are expected to follow Nevada Open Meeting Law (NOML). For more information regarding this procedure contact your campus's Student Government Office. Agendas need to be posted by 9:00 a.m. three business days prior to your scheduled Meeting. If the NOML are not followed sanctions under NOML may occur. (Please see By-Law 19.08 all recognized ASCSN Clubs / Organizations are subject to the Nevada Open Meetings Law Statutes.) As such, notices as to date, time, and location of meetings must be posted to make every effort to ensure all enrolled students have knowledge of its existence by putting notices up at the three (3) main campuses, Cheyenne, Henderson, and West Charleston. Notices of meetings may also be posted at extension campuses.)

Locations and times will be posted at all three (3) main campuses in accordance with the Nevada Open Meeting Law. Copies of Minutes for each meeting of your Clubs/Organization **must** be submitted to the ASCSN Vice-President by the 30<sup>th</sup> day of each month (unless the 30<sup>th</sup> day falls on a weekend then it will be the following business day).

Clubs/Organizations are required to maintain records of expenditures and funds raised and must be able to provide copies of such at meetings with student government and/or upon reasonable request of the ASCSN Student Government. A copy of your expenditures and funds raised **must** be submitted to the ASCSN Vice-President by the 30<sup>th</sup> day of each month, (unless the 30<sup>th</sup> day falls on a weekend then it will be the following business day)

Please send copies of minutes and expenditures and funds raised to the Vice-President through email ([dustin.rains@csn.edu](mailto:dustin.rains@csn.edu)). Please look at an example below for address:

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## Club Packet Check List

*(Please check the boxes below that has been completed)*

### **Club Recognition Eligibility**\_\_\_\_\_

*Please have the following:*

- Advisor (Consent Form and CSN ID)
- President (with Current semester ID)
- Vice President (with Current semester ID)
- Secretary (with Current semester ID)
- Club's Constitution
- Current Semester meeting schedule

### **Club Recognition & Seed Money Eligibility**\_\_\_\_\_

*Please have the following:*

- Advisor (Consent Form and CSN ID)
- President (with Current semester ID)
- Vice President (with Current semester ID)
- Secretary (with Current semester ID)
- 10 Student Signatures and matching Student IDs

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**Club/Organization Officers List**

*(To be submitted at the beginning of each fall and spring semester)*

Name of President: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

\*Alternate Phone number: \_\_\_\_\_

Name of Vice President: \_\_\_\_\_

\*Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

\*Alternate Phone Number: \_\_\_\_\_

Name of Secretary: \_\_\_\_\_

\*Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

\*Alternate Phone Number: \_\_\_\_\_

**Other Officers:**

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

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

Faculty / Classified Advisor: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

*\* Phone numbers will be kept confidential.*

## **Club/Organization Members List**

(For proof of student status, a copy of each club/organization member's student I.D. card for the current semester must be attached.)

Ten (10) Students including E-board ids for Seed Money.  
Ids must match the names listed on this page.

**Printed Name of Member**

**Signature of Member**

1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____

Does your Club/Organization have a website or myspace/facebook page? If yes, please submit the web address(s)/url(s) below:

http://\_\_\_\_\_

http://www.myspace.com/\_\_\_\_\_

http://www.facebook.com/\_\_\_\_\_

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## **ASCSN Student Government Advisor Consent Form**

The advisor listed on this page must match the advisor id that is included in the packet.

I, \_\_\_\_\_, agree to serve as the Advisor to the \_\_\_\_\_ Club/Organization for the 2010-2011 Fall/Spring Semester.

Advisor's position at CSN: \_\_\_\_\_  
*\*(Please attach copy of CSN Staff ID)*

Office Location: \_\_\_\_\_

Office Number: \_\_\_\_\_

**Mail Sort Code:** \_\_\_\_\_

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

\*After Hours Phone Number: \_\_\_\_\_

Advisor's Printed Name: \_\_\_\_\_

Advisor's Signature: \_\_\_\_\_

*\* Phone number will be kept confidential.*

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## Name/Logo Liability Form

This does not imply any further responsibility on the behalf of the Student Government Senate regarding the use of these funds or the operations of the Club/Organization.

This award does not give or imply permission for the Club/Organization to use the name, logo, or any other material belonging to the College of Southern Nevada for any purpose whatsoever.

- ❖ Any other promotions, publicity, activities, or fund raisers by the Club/Organization may not use or imply the use of the name, logo, or any other material belonging to the College of Southern Nevada; unless authorized by the CSN administration.

The Club/Organization may not use a name or wear apparel that implies that the club or organization represents the ASCSN Student Government Senate or the College of Southern Nevada. Unless authorized by CSN administration.

Acceptance of this seed money from the ASCSN Student Government Senate signifies agreement with these conditions, and others stated elsewhere in ASCSN or College of Southern Nevada Policies.

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Representative of Club/Organization Signature

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Club Advisor Signature

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Date

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