

To start a club:

Clubs wanting to be officially recognized by the Student Government Association need to follow a five-step process:

1. Identify a minimum of five current students to organize.
2. Identify a club advisor.
3. Complete the [Club Registration Form](#).
4. Submit a signed copy of the [Club Constitution](#).
5. Submit a signed copy of the [Advisor Agreement Form](#).

Once all steps are completed, the Student Government Association Senators will vote on the recognition of your club and the Coordinator of Student Engagement will notify the five (5) registered members and club advisor with an e-mail acknowledging their official status.

The Advisor

All clubs are required to have an advisor. A club advisor must be a non-student staff or faculty member at Black Hawk College.

Club advisor responsibilities vary with the activity of the club for which the advisor is responsible. The following outline is intended to be a guide to responsibilities of an advisor, but may not be inclusive of those responsibilities which are mutually agreed to by the club and the advisor.

Advisor Role:

- Responsible for seeing the programs conform to the educational purposes of the college.
- Attend club functions and programs, as required, to supervise and maintain use of college facilities.
- Assist club in planning and evaluating efforts to provide meaningful co-curricular opportunities within the club's purpose.
- Schedule a meeting with SGA Advisor for Advisor Training.