

STUDENT CLUB CERTIFICATION FORM

FOR NEW CLUBS

STUDENT LIFE OFFICE

studentlife@lagcc.cuny.edu

**Room M-115
(718) 482-5190**



Student Life



Student Life / Division of Student Affairs

CERTIFICATION FORM

☐ How to Certify a New Club in 5 Easy Steps:

1. Complete the Club Certification Packet

- Contact Student Life to obtain an official packet for new clubs.

2. Find a faculty or staff mentor

- Recruit a LaGuardia faculty or staff member to guide your club.

3. Define Your Club's Purpose

- Write a clear Club Description and Mission Statement.

4. Build Your Leadership Team

- Hold elections for your Executive Board and draft a Club Constitution sign by the E-Board & Mentor.

5. Submit & Train

- Submit your completed packet to Student Life for SGA review.
- Club President & Treasurer must attend Leadership Training.

Deadlines to submit applications for New Clubs

- Friday, October 2, 2026
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FOR OFFICE USE ONLY:
BELOW

CLUB ROOM & NOTES:

PLACE DATE STAMP HERE

RECEIVED BY: _____
STUDENT LIFE STAFF

PRINT FULL NAME



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CLUB DESCRIPTION & MISSION

DESCRIPTION (Please provide your proposed club's name & a brief description below)

MISSION STATEMENT (Please provide your proposed club's purpose & mission below)



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MENTOR AGREEMENT

I have read and understand the policies and procedures for the establishment, chartering, and functioning of a student club within LaGuardia Community College. I agree to fulfill the responsibilities of a Club Mentor, as outlined by the Office of Campus Life. By accepting the designation of mentor, I understand that I am expected to:

- Mentor the _____ Club's Officers and Members in the development, planning and operations of the organization, with attention to the holistic development of each student.
- To actively participate in mentor orientation (training) efforts, including networking with other mentors and encouraging positive inter-club communication, interaction, cooperation and support. Demonstrate an understanding of the critical role that mentoring has in the success and overall development of our students and their effective functioning in a multi-cultural society.
- Be knowledgeable about all Campus Life policies and procedures pertaining to student clubs and organizations, as well as, general University policies and procedures found in the LaGuardia Community College Student Handbook.
- Provide advisement on College mission and Campus Life policies and procedures as they are made available to me by the Office of Campus Life. Provide for faculty/staff coverage at club functions on and off campus (this applies to special club meetings but is not applicable to general meetings). To be present, monitor, and certify the election of club officers for the year and to supervise club certification documentation.
- To be proactive in relevant communications and interactions with the students. To assist the students in recognizing the importance of a developmental perspective while planning events and activities in their clubs.
- To encourage learning/skill building experiences for students, through specially chosen and well-developed events. To assist students in identifying and making use of resources available to the College and the clubs, as made known through the Office of Campus Life.
- To keep abreast of changes in procedures and work with the club leaders to ensure adherence to established College processes, as they are made known to me through the Office of Campus Life.
- To review student requests for space and funding allocations culminating in approval for the next step in the budget and event requests process. To meet with College officials, when needed, to mediate, advice, and assist the Campus Life designee with student challenges as they impact clubs functioning and College events and programs.
- To prepare a report at the end of each semester or academic year, outlining the club's accomplishments. The final report should also include recommendations, and suggestions for further development and enhancements, as well as suggested future plans for the mentor role.

MENTOR NAME: _____ DEPARTMENT: _____
PLEASE PRINT NAME

MENTOR SIGNATURE: _____ EMAIL & EXTENSION _____



CLUB OFFICERS ELECTION CERTIFICATION

I, _____, am the mentor to _____.
PRINT MENTOR'S NAME PRINT FULL CLUB'S NAME

On _____ the club/organization held its meeting for the election of
DATE OF ELECTION

Club Officers written below. I was in attendance and the following people were voted in by a majority of the membership present as the newly elected executive board. **(Must provide all requested information in the section below)**

OFFICER	FULL NAME	EMPL ID	LAGUARDIA EMAIL	PHONE NUMBER
PRESIDENT				
VICE PRESIDENT				
TREASURER				
SECRETARY				

By signing this notification, I certify that the election took place and that the above named students were duly elected as the members of the executive board. **I further certify that each of the above named students meet the minimum required 2.0 G.P.A for club executive officers (Mentors are responsible for checking all executive board members' GPA's in order to determine their eligibility to hold the positions).**

Signature(s) of Club Mentor(s)

Signature of Club President