NORTH HENNEPIN COMMUNITY COLLEGE

Student Life Timelines: 2013-14

FOR STUDENT CLUB/ORGANIZATION MEMBERS AND ADVISORS

Ongoing	Critically important! All students planning on driving their own vehicle, or the College's van, to any student club or organization sponsored event must complete the MnSCU Vehicle Use Agreement. Turn in the form to B David Galt as soon as possible. Any travel and conference requests must be submitted to the Student Life Office no later than 3 weeks prior to the event.
September 2013	Returning student clubs and organizations are to complete the Student Club and Organization Application form, submit or planned calendar of events for their club and organization no later than the third scheduled Full Senate meeting. The clubs and organizations must include one campus-wide event per academic year. Returning Student Clubs and Organizations are to complete the Student Senate Organization Representative & Alternate Notification Form and turn it into the Student Senate Executive Board by the second Full Senate meeting of the Semester.
November 2013	Student Stipend form needs to be completed by the advisors and sent to Laura Nikolas by the end of the month.
December 2013	Advisors prepare your list of students to be recognized at the Student Awards day banquet. Be prepared to submit your information to Student Life by the end of fall semester.
February 2014	Recognized student clubs and organizations are to complete their budget request for the next academic year. Forms will be distributed in January.
April 2014	Student Stipend forms need to be completed by the advisors and sent to Student Life by the end of the month. Student Awards & Recognition Banquet: April 9th. Location: TBD.

Note: *All forms are available at www.nhcc.edu/studentlife/forms or contact the Student Life office at 763-424-0804*

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