

**Queensborough Student Association**  
**QUEENSBOROUGH COMMUNITY COLLEGE**  
**STUDENT GROUP REQUIREMENTS**

1. Please refer to the Student Government Constitution for the eligibility/qualifications necessary for your student group to be ratified by the Student Senate and to receive funding from the Queensborough Student Association.
2. To become a recognized student group at QCC, you must complete a Club Packet. Please note that the Club Packet will include a **Club Registration Application, Student Group Report Form, Club Roster** and **Club Constitution**. The Club Roster Form must list at least 10 names of the Club Members, along with their signatures. In order to prevent delays and/ or point reductions, please make sure all fields are completed before you submit the club packet.
3. Please read all documents carefully and follow instructions accordingly. Remember, to hold a position as a Student Group Officer (Club President, Vice President and Senator) you must be registered as a matriculated student, have completed 12 college and/or equated credits, currently taking 6 college and/or equated credits, and have a G.P.A. of at least 2.0.
4. Clubs will be ratified by the **QSA Ratification Committee of the Student Senate**. Senators will receive emails advising them of the date(s) of meeting.
5. Funding will be determined by the **QSA Allocating Committee** as per the **QSA Point System**. Funds left over can be rolled over from Fall to Spring only; funds left over in the Spring will not be rolled over to the Fall.
6. Payment Vouchers must be accompanied by **ORIGINAL** receipts and/ or store invoices written in English. No handwritten receipts will be accepted. Payment vouchers will not be accepted without corresponding attendance sheet when food is purchased for a club activity.
7. All Senators are required to serve on an Academic Senate Committee. Student Representatives must attend Meetings called by the Chairperson of the Committee on which they serve. Additional information regarding committees will be distributed to all Senators at the first meeting of each semester.
8. It is your responsibility to be up-to-date with all Senate, President and Vice President Meetings and other important events that have been scheduled for the upcoming semester.

Your cooperation in adhering to the aforementioned instructions will prevent delays in planning events for your Student Club, as well as, insuring successful co-curricular activities at Queensborough Community College for the Student body. Thank you for your participation. If you need assistance or have additional questions, please contact Ms. Gisela Rivera at [GRivera@qcc.cuny.edu](mailto:GRivera@qcc.cuny.edu) or Mr. Raymond Volel at [RVolel@qcc.cuny.edu](mailto:RVolel@qcc.cuny.edu).

*As per the Constitution of the Queensborough Student Association, "All benefits, privileges, and members of the QSA provides shall be open to all QSA members regardless of race, gender, creed, color, religion, national origin, age, disability, sexual orientation, and/ or veteran status." (Article I, Section III)*