Student Club and Organization Website Approval Form

Student Organization Name: ________________________________

Student Organizations may link a website created by the organization to the club descriptions page on the CSI website (http://www.jccc.edu/student-resources/campus-life/student-activities-organizations/clubs-and-organizations.html#VOzFymO9bgQ). To link a website, the Student Organization must complete this form and obtain the required approvals. By signing this form, you are acknowledging that you have read and agree with the Student Club and Organization Website Guidelines attached to this form and will remain in compliance with these rules. Please note that JCCC will not create a website for your organization, and updates must be made by your organization.

After getting the Advisor’s signature, the Student Organization can submit the form to the Manager of Student Life & Leadership Development, Anne Turney, at the Center for Student Involvement (COM 309), for validation and approval. Someone from the Center for Student Involvement will contact with you to review your request.

If you have any questions, please contact Anne Turney, Manager of Student Life & Leadership Development, at aturney1@jccc.edu or 913.469.8500, ext. 3534.

Contact Information

Requestor

First Name: ___________________________ Last Name: ___________________________

Email Address: ___________________________ Phone Number: ___________________________

Website user name: ___________________________ Password: ___________________________

Signature: ___________________________ Date: ___________________________

Advisor

First Name: ___________________________ Last Name: ___________________________

Department: ___________________________

Email Address: ___________________________ Extension: ___________________________

Signature: ___________________________ Date: ___________________________

Recommended content for your website:

- Summary of your organization and its mission statement.
- Club contact information. Please do not share personal phone numbers or addresses.
- Up to date listing of meetings and events.
- Constitution.
- Member contributions.

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Updated 5/26/17
Student Club and Organization Website Guidelines

We encourage student clubs and organizations to create websites as a method to recruit, communicate and promote all our various student clubs and organizations. Due to limited resources, we cannot maintain or create these websites for student groups. Before creating your website, consider why you want to create one and if you have the time to dedicate to its upkeep. Filling out this form implies that your organization is willing and able to create and maintain a website. We encourage you to name a webmaster who is responsible for keeping your website up to date and in compliance with the website guidelines.

To ensure quality and upkeep of the websites, we have created the following guidelines:

- Websites are to be designed and maintained by members of the student club and organization.

- Websites are to be kept up-to-date and accurate. The CSI will check periodically to ensure website upkeep. If it is determined that a website is out of date or includes inaccurate information, the organization will be given one month to bring it back into compliance. If the website is not brought back into compliance, the link will be removed from the CSI website.

- If a student club or organization does not have a student group member who is able to maintain the website, responsibility will fall on the student group advisor.

- All student club and organization websites are to remain in compliance with the Johnson County Community College Student Code of Conduct and JCCC privacy, terms of use and copyright guidelines. (See links in the footer of the JCCC website – www.jccc.edu – for more information.)

- Student club and organization websites should not be a tool used to raise funds, i.e. through advertising. Websites should be educational and operational in their intent.

- The content on the student club and organization websites should pertain to the organization and be suitable for all audiences.

- If the club is creating a website from scratch, design and maintenance of student club and organization websites must be done using the most current version of either FrontPage or Dreamweaver applications. Blog sites, such as WordPress or Blogger, can be used as well.

- Student club and organization website request forms must be turned into the Center for Student Involvement, COM 309, and include both the signature of the student requestor and the student group advisor. A copy of the signed form will be given to the student group.

- Once a student club or organization website request has been reviewed and approved by the Manager of Student Life and Leadership Development, the website will be linked to the Center for Student Involvement JCCC website.

- Failure to comply with the student club and organization website guidelines will result in the removal of the student group web.

If you have any questions or concerns, please contact Anne Turney, Manager of Student Life and Leadership Development, at 913.469.8500, ext. 3534 or aturney1@jccc.edu. You may also speak with staff in the Center for Student Involvement located in COM 309 or by calling 913.469.8500, ext. 7657.