

Student Club and Organization Web site Request Form

Student Organization Name: _____

Student Organizations may have a Web site via the student server at students.jccc.edu. To access the student server, 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 Web site Guidelines attached to this form and will remain in compliance with these rules.

After getting the Advisor's signature, the Student Organization can submit the form to the Manager of Student Life & Leadership Development, Mindy Kinnaman, 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 Web site proposal.

If you have any questions, please contact Mindy Kinnaman, Manager of Student Life & Leadership Development, at mkinnam1@jccc.edu or 913.469.8500 ext. 3534.

Contact Information

Requestor

First Name: _____ **Last Name:** _____

Student Organization Name: _____

Email Address: _____ **Phone Number:** _____

Student Organization Name: _____

Signature: _____ **Date:** _____

Advisor

Date: _____

First Name: _____ **Last Name:** _____

Department: _____

JCCC Email Address: _____ **Office Phone Number:** _____

Signature: _____ **Date:** _____

Administrator

Signature: _____ **Date:** _____

Student Club and Organization Web site Guidelines

We encourage student clubs and organizations to create Web sites on the Johnson County Community College student server. This provides a method to recruit, communicate and promote all our various student clubs and organizations. Due to limited resources, we cannot maintain or create these Web sites for student groups. To ensure quality and upkeep of the Web sites, we have created the following guidelines:

- Web sites are to be designed and maintained by members of the student club and organization.
- Web sites are to be kept up-to-date and accurate.
- If a student club or organization does not have a student group member who is able to maintain the Web site, responsibility will fall on the student group advisor.
- All student club and organization Web sites 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 Web site for more information).
- Design and maintenance of student club and organization Web sites must be done using the most current version of either FrontPage or Dreamweaver applications.
- Student club and organization Web site 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 Web site request has been reviewed and approved by the Student Life Coordinator, the Web site will be placed on the Johnson County Community College student server. The club or organization Web site can be linked to the Center for Student Involvement JCCC Web site.
- Failure to comply with the student club and organization Web site guidelines will result in the removal of the student group Web.

If you have any questions or concerns, please contact Mindy Kinnaman, Student Life Coordinator, at 913.469.8500 ext. 3534 or mkinnam1@jccc.edu. You may also speak with someone in the Center for Student Involvement located in COM 309 or by calling 913.469.8500 ext. 3534.