The Office of Student Life (OSL) will help you with the paperwork process and provide direction in interpreting DCCCD policies and procedures.

Step One – Identify
Find others that share your ideas, interests, and goals. Student Organizations with the Dallas County Community College District require at least 10 (ten) interested students to form. Organizations will be allowed to host three (3) membership recruitment meetings after speaking with the Director of Student Life.

Step Two – Obtain
All clubs are required to submit the following
- Petition/Recognition Form for a Student Club/Organization
- Agency Fund Account Setup Justification
- Officer/Advisor Contact Form
- Club Constitution (A template for writing your constitution is available for student organizations)
- Club Membership Roster (optional)
- Planning Calendar (optional)

Step Three – Find
An organization advisor must be a full-time faculty member, professional support staff member or administrator at Richland College. Club Advisors can assist with programs and activities or provide advice concerning policies, procedures and resources. You may have more than one advisor, but only one advisor will be listed as the primary advisor on OSL documents.

Step Four - Complete
The Advisor must sign the Petition for Recognition form and review your organization Constitution for suggestions or corrections. Submit the Petition for Recognition Form and your final draft of the constitution to the Office of Student Life.

Step Five – Acknowledgement
You will be notified when the Director of the Office of Student Life and the Vice President of Student Development have approved your petition. You can retrieve a copy of Richland’s Student Organization Handbook. Welcome to Student Life at Richland College! For questions feel free to visit Student Life in E040 or call us at 972-238-6132.