



All student groups must have a faculty or staff advisor. Although a student may be the group leader, the advisor will have Group Studio leader rights and may exercise those rights at any time. Authorized student activities staff will also have group administrator privileges.

The following types of student groups are **not** eligible for a Group Studio account:

- Those intended to promote an individual or group private enterprise, business or non-profit organization with no affiliation to the colleges.
- Political and religious groups with no official club status.
- Classroom groups initiated outside of Course Studio and outside of instructor authority.
- Any group established in violation of the Student Code of Conduct and/or outside the mission of the Foothill-De Anza Community College District.

Request Form

Please complete this form clearly and accurately. The information you provide will be used to create your account. Your group name, title and description will be displayed to MyPortal users who visit your group's guest view page.

Date: _____ / _____ / _____ Campus (select one): DA FH

Club/Organization Name: _____

Note: The contact information listed below is for administrative use only and will not be made public.

Name of the student who will be the group leader*: _____

Group Leader's E-mail Address: _____

Group Leader's Phone Number: _____

Club President (if different from the group leader): _____

Club President's E-mail Address: _____

Club President's Phone Number: _____

Club Staff or Faculty Advisor's Name (REQUIRED): _____

Group Name: _____

(Example: DA WISE 37. Add “DA” or “FH” campus prefix to your group name.)

Group Title: _____

(A descriptive caption, such as: Working to Institute a Sustainable Environment on the 37th Parallel)

Guest Page

Description:

(Example: We are an environmental club whose main goal is to advocate a lifestyle that minimizes environmental impact and helps create social/environmental justice for all.)

Group Category (select one): Student Life De Anza Clubs Foothill Clubs

Group Type (select one): Public or Restricted

- Public: Anyone who has access to MyPortal can join the group.
- Restricted: Restricted group membership is subject to certain criteria. For instance, a group can be limited to members of a campus club, committee or department. The group leader must approve group membership.

***Group Leader Responsibilities**

- Create and maintain the group home page, including links, news articles, files, and photos posted to the home page.
- Create and maintain the group guest view page, including the group description and information, and any links or photos that would be appropriate to be viewed by non-group members.
- Create and manage sub-groups to meet the needs of smaller groups that exist within your group membership.
- Set up the group message board and delete topics, messages, or replies as necessary.
- Create and maintain the group calendar (when this feature becomes available).
- Activate and deactivate group members as necessary, including approving or rejecting requests for membership in a restricted group.
- Post and delete announcements to group members.
- Delegate any of the above tasks by assigning privileges to designated group members.

Maintaining Your Account

Any group may be removed from Group Studio due to inappropriate use or inactivity for 120 days or more.

If a group leader can no longer fulfill the leadership role, the leader or his or her advisor must appoint a new group leader. The new leader must acknowledge his or her acceptance of group leader responsibilities by signing and submitting the Group Studio Leadership Change form to the appropriate student activities office.

Group Studio Policy

Public groups may be established to share information among student, faculty and staff communities. Restricted groups may be created only if they are associated with a sanctioned employee/student organization, committee or club. The Office of College Life (De Anza) or Office of Student Activities (Foothill), along with campus club advisors, will approve student group requests. Groups must not promote activities that are illegal or violate the rights of others or FHDA policies.

Group Membership Policy

Group members must conduct themselves in a professional and respectful manner when publishing content on the group website. Members agree to not publish content that is illegal or violates the student code of conduct and/or FHDA policies, especially with regard to the posting of copyrighted information. Refer to Procedures Regarding Misuse of Computer Information (AP 3250), which can be found under Board Policies, Article 3 at www.fhda.edu.

Acceptance of Responsibility

I understand and will comply with Group Studio policies. I acknowledge that it is my responsibility as the group leader to manage any and all issues related to my Group Studio account. If I cease to be the group leader, I will inform the Office of College Life (De Anza) or Office of Student Activities (Foothill) of my replacement.

Group Leader's Signature: _____

This section is to be completed by your faculty or staff advisor.

Select one: ☐ Approved ☐ Denied

If denied,
please explain:

I agree to assist students in the management of Group Studio, engage in problem resolution and assume an active role as group leader if necessary. I understand that I am responsible for monitoring content and removing any member who violates Group Studio policies. If I cease to be this group's advisor, I will inform the Office of College Life (De Anza) or Office of Student Activities (Foothill) of my replacement.

Advisor's Signature: _____

Advisor's E-mail Address: _____

Advisor's Phone Number: _____

Note to Advisor: Forward a copy of this request form to your campus student activities office.