

Starting a New Club on Campus: “The Nuts and Bolts”

1. See the Student Life Coordinator in 105 Hiller or call 375-4764.
2. Find an advisor. The student and advisor should then meet with the Student Life Coordinator.
3. Develop a constitution for your club. The Student Life Coordinator will give you copies of other constitutions for you to use for guidelines.
4. Upon approval of the SGA, you can request a budget from the SGA and can also request funding from the Student Activities Fee. You can obtain all the SGA information through the Student Life Office, 114 Hiller Building and all the Student Activity Fee information through Student Affairs, 106 Hiller Building.
5. As a club, you can schedule your own meetings and run them. Room reservations are handled through the Registrar’s Office.
6. Fundraisers will need to be approved by the Student Life Coordinator. Fundraiser requests can be obtained in the folders on the board outside the Student Life Office or online.
7. In order for clubs to continue to get funding from the SGA and the Activities Fee committee, there are some requirements that the club will have to fulfill. Those requirements are:

*** 2 Community or Campus Projects each year.**

Community - Examples: ringing bells for the Salvation Army during the holidays; holding a food drive; sponsoring a work day for Habitat for Humanity; Activity at a local nursing home, etc.

Campus - Examples: assisting with Campus Blood Drives, assisting with large campus events, campus clean-up, etc.

***Have an active club roster on file in the Student Life Office**

***Designate a club representative to attend the appropriate SGA meetings**

***Complete end of the semester reports of club activities and volunteer hours**

If you have any questions, please see the Coordinator of Student Life.

Good luck to you as you start this new adventure.