

# NEW STUDENT CLUB/ORGANIZATION

Congratulations on taking initiative to build a student club/organization at South Seattle College!

Let's begin...

1. **APPLY:** Fill out the application form in the following page. As you go through it, the questions should help you develop a clearer image of your club. It will ask for an advisor and students that are willing to take leadership positions to manage the group so...
2. **RECRUIT:** Find like-minded students that are interested in joining the club. Of those students, seek out 3 to work with you as LEADERS of the club. Club leaders take positions like: *Accountant, Marketing Director, Secretary, and Chairperson*. The positions do not need to be decided at the beginning. These opportunities are great for personal and professional growth, scholarships, resumes, and applications.
3. **BECOME ADVISED:** Find a South Seattle College staff member, counselor, instructor, or coordinator to serve as your advisor. *The Club Center's expectations of an advisor can be found just after the application form*. However, the amount of involvement the advisor has with the club is ultimately decided upon between the club and the advisor. You are welcome to have 2 advisors but only 1 is needed to become official.
4. **CREATE A CONSTITUTION/BY-LAWS:** This is a set of guidelines and rules that your club should refer to regularly to keep things running smoothly. It includes the club's purpose, club leader position descriptions with responsibilities, advisor's role, meeting times, elections for leader positions, etc. See our [fillable sample version](#) for more convenience.

**Turn in paperwork and any questions to any Club Center staff or email.**

Jerry Brockey Center 142  
[southclubcenter@seattlecolleges.edu](mailto:southclubcenter@seattlecolleges.edu)  
(206)934-5330

**Upon approval, you and your leaders will meet with the club center to go over how to request funds, book rooms for meetings/events, and go over the resources you have at your disposal. Exciting times ahead!**



# CLUB ACTIVATION FORM

& Official Recognition by Club Center, Student Life at South Seattle College

Name of Club \_\_\_\_\_

(It is easier to recruit when the name reflects the purpose)

Type of Club (*Circle one*)

Academic/Service

Special Interest

Cultural

Other (*Specify*) \_\_\_\_\_

Brief Description of the Club

---

---

---

How does this club reflection the college mission, how does this club benefit students?

---

---

---

TWO examples of proposed activities

1) \_\_\_\_\_

2) \_\_\_\_\_

Proposed Club Meetings dates/times: \_\_\_\_\_

Club Advisor: \_\_\_\_\_ Email: \_\_\_\_\_

Club Advisor Signature: \_\_\_\_\_

(New advisors must contact the Club Center Coordinator to review expectations)

Proposed club foreperson: \_\_\_\_\_ (*Please print name*)

Email of foreperson: \_\_\_\_\_

Designated Club Council Members: (*must be part of club's active membership and be one of the core officers, positions can be decided upon at a later date*)

1. \_\_\_\_\_ (*Please print name*) Email: \_\_\_\_\_

2. \_\_\_\_\_ (*Please print name*) Email: \_\_\_\_\_

3. \_\_\_\_\_ (*Please print name*) Email: \_\_\_\_\_

4. \_\_\_\_\_ (*Please print name*) Email: \_\_\_\_\_

# CLUB LEADER ROLES

## Accounting/banker/financial head

- Keep an up to date list of purchases and remaining funds for each quarter and the school year
- Advise club on how best to use funds
- Keeps all receipts of all purchases club has made
- Must remind club center to give them receipts

## Marketing/Public Relations/Social director

- Keeps record of all club advertisements
- Manages social network accounts
- Communicates with club center about flyers/copies
- Find ways to keep presence on campus known

## Scribe/secretary/recorder/wiki

- Keep record of important paperwork: *Meeting rendezvous, Meeting minutes, event sign-in sheets, field trip waivers, event plans, bylaws/constitution, current officer/representative roster with contacts, and all other paperwork NOT falling under money or marketing roles.*
- Communicates meeting requests with club center
- Advise club on how to be organized

## Foreperson/president/chairperson/chief

- Help with all above roles but not to the point that they have adopted said role over the course of 2 events (*Ask what you can help with*)
- Lead meetings if no one else is taking the lead
- Prepares and maintains a calendar of scheduled chapter events
- Regularly remind club members of by-laws and school policies
- Keeps advisor up to date on club events and meetings

## Advisor

- Become familiar with Student Life's mission statements
- Be familiar with Club constitution/bylaws and student leader roles
- Check in with club leaders twice a quarter (*at the beginning and end of each quarter is recommended*)
- Oversee all off-campus activities
- Advise club leaders on how to operate more fluidly with professionals (email etiquette, timing, etc.)
- Attend 1 Club Council Meeting each quarter

Club Center in Jerry Brockey Center 142| [Southclubcenter@seattlecolleges.edu](mailto:Southclubcenter@seattlecolleges.edu) | (206)934-5330  
Club Center Coordinator for 2016-17 [Jacob.rosales-perez@seattlecolleges.edu](mailto:Jacob.rosales-perez@seattlecolleges.edu) | (206) 934-7939