

NEW STUDENT CLUB/ORGANIZATION

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

Let's begin...

1. **APPLY:** Fill out the application form on the following page. The questions should help you develop a clearer image of your club's purpose. 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 faculty or staff member to serve as your advisor. *The Club Center's expectations of an advisor can be found just after the application form.*

4. **CREATE A CONSTITUTION/BY-LAWS:** This is a set of guidelines and rules that govern your club and sets standards for club operations. The constitution should include the club's purpose, club leader position descriptions, responsibilities, advisor's role, meeting times, elections for leader positions, etc. See our fillable sample version for more convenience.

Turn in completed paperwork to the Club Center in the Jerry Brockey Center 142 or email: southclubcenter@seattlecolleges.edu

The Club Center Coordinator will review your paperwork for completion and schedule a presentation with the USA to receive a club charter. Upon approval, you and your leaders will meet with the club center coordinator to review fund request, reservations of room for meetings/events, and detail resources you have at your disposal. Exciting times ahead!

CLUB ACTIVATION FORM

Name of Proposed Club (It is easier to recruit when the name reflects the purpose)

Type of Proposed Club (*Circle one*) *Instructionally Related Program (IRP) Associated Student (AS)*

Brief Description of the Club _____

How does this club reflection the college mission and 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)

Club Primary Contact: (*Please print name*)

Email:

Interested Club Members:

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

2. (*Please print name*) **Email:** _____

3. (*Please print name*) **Email:** _____

4. (*Please print name*) **Email:** _____