

Club Start Up Information

Introduction

Components of a Successful Clackamas Community College Club

These guidelines were prepared by the Student Life & Leadership Office to aid students wishing to form a formal campus club. These guidelines are intended as an aid to prospective groups while writing their constitution.

Clubs exist on campus to provide a means for student interest or instructional groups to organize for out-of-the-classroom social and/or educational programs. Associated Student Government (ASG) recognizes these needs and provides a structured constitution format and regulation of clubs.

How We Can Help

The goals you set for your club can affect your own lives, as well as those around you on campus and in the community. The Students Activities Office endeavors to help make your goals a reality. Your enthusiasm, creativity and efforts are the tools that will make your club a success.

The Student Life & Leadership Office can help a club by supplying information related to Clackamas Community College policies and procedures; by helping the club get through the hassles that sometimes mean the difference between getting started and giving up; and by offering ideas for club projects and fund raising. Poster making supplies and paper are also available through the Student Life & Leadership Office. To protect the treasurer and the treasury, all financial transactions (including deposits and payments) are maintained by the college through the Student Life & Leadership Advisor in CC 152.

The Advisor

The advisor can be the key to a successful club. In some instances the advisor may suggest that students start a club. In other cases students may generate the interest for a club and then seek out an advisor.

The active role of the advisor depends on the students and the advisor. Some students will look to the advisor for leadership. Others want to be independent of staff or faculty and will refer to the advisor as a resource. The advisor should be an active participant and work cohesively with the students.

The most common reason for club abandonment is the students who were the motivating force one year may leave or graduate the next. When this occurs, an involved advisor can keep the club going. Refer prospective advisors to our advisor website for information and frequently asked questions.

For the advisor/club relationship to be successful, clubs must be aware of their responsibility to advisors. **These may include:**

- Meeting regularly with advisor and informing them well in advance of all club meetings and activities, thus allowing advisors an opportunity to express opinions on issues which affect the welfare of the club and college.
- Also letting the advisor know that their efforts and support are appreciated.

Your club is required to have a full time CCC faculty or staff advisor. (Exceptions need to be approved through the Student Life & Leadership Office.) Please note that your advisor **MUST** be involved in the club!