



STEPS TO ESTABLISH A NEW STUDENT CLUB/ ORGANIZATION

1. Identify the purpose of the club/organization you wish to establish.
2. Identify and obtain an advisor (Faculty or Staff) and at least 3 potential officers.
3. Return the filled out packet to the Student Center, Room 307 (Nikki **Perkinson, Student Life Specialist**).
4. The Student Activities Office will review, approve and follow up with the Student President. Advisors who are volunteers may need to fill out additional paperwork. Nikki will follow up with the volunteer agreement, if applicable.
5. The students and advisor work together in creating/fill out a working constitution, indicating the objectives of the club and procedures by which it shall govern itself. Nikki will follow up with a constitution template that establishes standard procedures. Clubs are welcome to create their own constitution or modify the template.
6. The club constitution must be turned in to the Student Activities Office, and approved by a Student Activities staff member.

Have Questions or need help- Contact Nikki Perkinson at nperkinson@virginiawestern.edu. Packet NEEDS to be signed and returned to Nikki Perkinson - Student Center, Room 307.

3. Name of the proposed Advisor: _____

4. Will your club need an account?

5. Do you plan on doing any fundraisers? IF yes, what types of fundraisers?

6. Do you have a volunteer organization or nonprofit you work with? If yes, please name the organization and what work you do with them. If no, would you be interested in working with one?

7. If the club is associated with any other group (campus, local, national, etc). Describe the nature of the affiliation and the distinctions between your group and the other group(s). Include such issues as membership, decision-making authority, financial relationship, etc.

Approval Signatures:

Student Activities Coordinator

Date

Dean

Date

Club/Organization Advisor Consent Form

The responsibilities of the advisor shall be to:

- 1. Attend meetings and events as established by the club officers and advisors in the organization's constitution. No fundraisers, campus/community events, or trips can be planned if the advisor does not know of the proposed plan(s).**
- 2. Attend any required Student Activities and Leadership training (President meeting at the start of the fall semester.)**
- 3. Assist the group in fulfilling its purpose.**
- 4. Participate as a consultant in the transaction of organizational business.**
- 5. Work with officers in upholding the standards of their constitution and enforce regulations of the college.**
- 6. Assist the group in achieving sound financial procedures and following college policies related to financials and fundraising.**
- 7. Refer students to consult with Student Activities on special projects and events, if needed.**
- 8. Work with student officers prior to meetings, as needed. Encourage officers to preplan meeting agendas and to communicate agenda items in advance with you.**
- 9. Social activities should be approved through regular channels and all money should be received or disbursed in accordance with financial codes.**
- 10. Advisors should act in consulting and advising capacity only. Final decisions should be made by the majority vote of student club members.**

Advisor Employment Status: Please Circle One

-Faculty -Staff -Adjunct Faculty

Please Circle One

- Full Time -Part Time

Please Circle One

Non-exempt Exempt

Student Activities has access to SAILS and when students get a flag. Please let us know how you would like to be notified of a club member with a flag and what steps the advisor would like the Student Activities Office to take.

I have read the above and understand my role as an advisor for the:

Proposed Club/Organization: _____

Signature of Advisor

Date

Advisor's Email

Executive Officer Information (Please Print Legibly)

A Minimum of Three Officers are Required to Establish a New Club.

President

Name: _____ Student ID #: _____

Phone Number: _____

Email: _____ Signature _____

Vice-President

Name: _____ Student ID #: _____

Phone Number: _____

Email: _____ Signature _____

Secretary

Name: _____ Student ID #: _____

Phone Number: _____

Email: _____ Signature _____

Treasurer

Name: _____ Student ID #: _____

Phone Number: _____

Email: _____ Signature _____

Public Relations

Name: _____ Student ID #: _____

Phone Number: _____

Email: _____ Signature _____

NOTE: Student Status will be verified.