



New Club or Re-Activating an Inactive Club Procedures

Club Name: _____

When forming a new club or reactivating an inactive club on campus, the following procedures must be followed:

1. **Find an Advisor:** The advisor must be full-time CCRI faculty or staff and serves as the supervisor of club/activities and manages activities. Complete an Advisor Agreement to Serve form. The Advisor must attend a training.

Advisor Name: _____

2. **Develop a constitution:** Purpose, goals and contributions to student life at CCRI should be defined. A model constitution may be provided upon request.

Attached a copy of the **constitution**.

3. **Submit a budget:** Estimate dollars needed to provide activities through the end of the academic year. Attach an itemized breakdown of how that money would be spent. **Example:** \$50.00 for promotional flyers; \$1,000.00 for conference in NYC. **Note:** Please see Financial Policy Guide for Student Groups for guidance.

Attached a copy of the **budget**.

4. **Schedule a meeting with Student Government.** After an advisor is identified and all documents are submitted and reviewed by the Office of Student Life and Student Government, the student group will set up a meeting with the respective campus Student Government to discuss the new club's goals and mission. The advisor and club president should be present with a copy of the constitution, a copy of the budget, and a potential club meeting date.

The meeting with Student Government is scheduled for _____.

5. **Become recognized by the campus Student Government Senate.** After meeting with the campus Student Government to review the documentation, the student group will go before the campus senate and ask for their permission to approve the club's constitution and be officially recognized.

6. Submit names to studentlife@ccri.edu of all officers along with their CCRI ID # for verification purposes.

Required Signatures:

Club Advisor: _____ Student Government President: _____

Approvals:

Club President: _____ Associate Dean of Student Life: _____