



Club Handbook

For new clubs

By

Student Life
Red Rocks Community College
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OFFICE OF STUDENT LIFE

- **Carolyn Mattern, Director** **303-914-6370**
 - Advisor for Phi Theta Kappa
- **Sara Oviatt, Program Coordinator** **303-914-6547**
 - Clubs Coordinator, Advisor for National Society of Leadership and Success, All-campus activities
- **Mark Squire, Student Activities Coordinator** **303-914-6248**
 - Advisor for Student Government, All-campus activities
- **Aaron Roppolo, Fitness Center Coordinator** **303-914-6375**
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- **Clubs Assistant** **303-914-6900**
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GET INVOLVED

Student Life at Red Rocks Community College is dedicated to building community, providing leadership opportunities, and enhancing the classroom experience. Student clubs are a great way to be engaged and explore your interests outside of the classroom.

GUIDELINES FOR CLUBS

Clubs are formed where groups of students can explore ideas and activities that support or supplement curricular and co-curricular interests. Student Life aims to enhance the college experience by supporting student clubs and organizations.

The Red Rocks Student Government, in conjunction with the Student Life Staff, reviews requests from students who want to form a new club or maintain an existing club, and evaluates these requests to determine if the group meets criteria set forth in this handbook.

ROLES AND RESPONSIBILITIES OF STUDENT CLUBS

The responsibility for initiating and maintaining a club, obtaining funding, managing and promoting club business/activities, and organizing a record of club history is strictly that of the student membership, in cooperation with the club advisor.

One of the foremost goals of a student club should be to foster and develop student leadership abilities in organization, planning, communication, teamwork and accountability. Club members will find many rewards both personally and professionally as a result of active participation.

A FEW LIMITATIONS

- Membership of official student clubs must be open to all fee-paying RRCC students. Participation in clubs is restricted to RRCC students ONLY.
- A minimum of two officers are required. They must be currently enrolled in at least 6 credit hours at RRCC.
- Clubs must consist of at least 5 students, including officers, and an advisor.
- Clubs may not require members to pay dues.
- Club meetings and activities may not be scheduled during RRCC official breaks: Spring Break, Fall Break, Winter Break, or between semesters.
- Initiation rituals, hazing, bullying, and exclusionary processes are not allowed for any reason!

HOW TO START A NEW CLUB

STEP 1: MAKE AN APPOINTMENT

Meet with the Program Coordinator or Clubs Assistant. We will help you get your club off on the right foot, and make sure the club doesn't already exist.

STEP 2: ASSEMBLE MEMBERS AND AN ADVISOR

Only currently enrolled students may join clubs. Club membership must be open and inclusive of all RRCC students and only RRCC students.

To start a club, the group must have at least 5 active members, 2 officers, and an advisor. More than 5 members is advised: new clubs have very high member loss rates.

The advisor must be a currently employed Red Rocks administrator, faculty or staff member. If you plan on fundraising with the club, it is preferred the advisor is full-time.

STEP 3: ORGANIZATIONAL MEETING

Each proposed club must host at least one organizational or interest meeting. This is an opportunity to find other students interested in joining, refining the purpose of the club, and electing officers.

Each club must elect a leadership team to include at minimum a President and Vice President. Clubs whose focus is a physical activity or a sport must also select a safety officer. Clubs may have additional officers as needed.

President and Vice President must be enrolled in a minimum of 6 credit hours at RRCC.

You may request a Student Life staff member to be present at your organizational meeting to help you get organized. Please allow at least a week's notice.

New clubs do not need a mission statement or constitution to be recognized, but the organizational meeting is a good time to start discussing these things. A constitution is recommended within 6 months of recognition.

STEP 4: SUBMIT CLUB RECOGNITION FORM

The recognition form must be complete and turned in to the Program Coordinator at least 24 hours prior to the Student Government meeting the club intends to attend for recognition. Forms turned in less than 24 hours in advance may not be allowed to attend the Student Government meeting that week.

STEP 5: RED ROCKS STUDENT GOVERNMENT APPROVAL

Student Government meets every Thursday at 4:00pm during the Fall and Spring semesters and once a month during the Summer semester.

At least one club officer must be present at the Student Government meeting to provide a brief description of the proposed club, including purpose, meeting information, event ideas, etc. The club advisor may attend as well, but is not required.

Student Government will consider your presentation and ensure you have met all required criteria before voting on whether to give your group official club status.

OFFICIAL CLUBS

Once approved by Student Government, your club can take advantage of opportunities designated for recognized clubs.

FUNDING

Clubs are allocated up to \$400 of club funds per fiscal year (July 1st-June 15th). All purchases must be made by Sara Oviatt, Program Coordinator. Funds may be used for program supplies, or attending conferences or events.

ADVERTISING

Free promotion of club meetings and special events in the Student Life publications: the John Letter, flyers and posters, club contact information on the RRCC website and the college's name and logo for use by the club.

Clubs may print flyers advertising club meetings and events through the Office of Student Life. Clubs can also print poster-size advertisements for special events that are campus-wide.

If your club would like help designing flyers or posters, contact Sara Oviatt or the Clubs assistant. Please allow 2 weeks for us to design materials.

CLUB ROUND TABLE

Club Round Table meets once a month on the first Thursday, 12:15-1:00 in the Mt Evans Room. This is an opportunity for clubs to get together, report on what they've been doing, network with other active student leaders and develop leadership skills to share with their clubs.

Club Round Table meetings are mandatory. It's preferred that one of the club officers attend, but if no officer is available any club member may attend to represent the club.

EVENTS AND MEETING SPACE

Official clubs are allowed up to 2 hours of reserved time per week in the Student Life meeting rooms. If more time is needed, it can be reserved on a tentative basis. Tentative means that if another club or study group needs the space the tentative reservation may be moved to another room or canceled.

Meeting space is assigned based on group size and on a "first come, first served basis." Paperwork for the current semester is required prior to reserving meeting space.

Free Snacks for club meetings and functions. Stop by the Student Life Desk to receive your allotment prior to your meeting.

Clubs may wish to plan events that are open to everyone on campus. Big events are encouraged; but remember that these events take lots of time and planning from the club leaders. It's best to start small and let the event grow with time.

CLUB RECOGNITION FORM

This form is for new clubs seeking recognition as an official student club. Turn in at least 24 hours prior to the Student Government meeting you wish to attend. At least one officer is required to attend the Student Government meeting to represent the club.

Semester/Year: _____

Name of Club: _____

Purpose of club: _____

Day of meetings: _____

Time of meetings: _____

Location of meetings: _____

Club Email: _____ Email Password: _____

(for club advisor access only)

President: _____ Email: _____

Phone #: _____ Enrolled in at least 6 credits? Yes/No

Vice President: _____ Email: _____

Phone #: _____ Enrolled in at least 6 credits? Yes/No

Advisor: _____ RRCC Department: _____

Phone #: _____ Email: _____

Other Officers:

Title: _____ Name: _____

Phone #: _____ Email: _____

Title: _____ Name: _____

Phone #: _____ Email: _____

Title: _____ Name: _____

Phone #: _____ Email: _____

LIST OTHER CURRENT CLUB MEMBERS

(You may attach an attendance sheet with the same information)

Name

Email

WE HAVE READ THE CLUB HANDBOOK AND ACKNOWLEDGE THE INFORMATION CONTAINED IN THIS GUIDE. IN ADDITION, WE ARE CLEAR ON PROCEDURES FOR MAINTAINING OFFICIAL CLUB STATUS AND FISCAL POLICIES.

Signature of Club President: _____ Date: _____

Signature of Club Advisor: _____ Date: _____

Received by Student Life: _____ Date: _____