



# CLUB HANDBOOK

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## Student Life Department

### Purpose of the Handbook

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Red Rocks Community College is dedicated to enriching your overall learning experience, both inside and outside the classroom. As part of this, clubs give students a chance to explore ideas and activities that align with their

[Updated and Maintained by Student Life]

interests outside of academics. The Office of Student Life strives to improve your college journey by supporting student clubs and organizations.

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

## Office of Student Life Contact Information

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**Director of Student Life**

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**Coordinator of Student Life**

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Clubs Coordinator

Student Life's mission is to develop holistically successful students who are committed to personal growth, leadership, and service through inclusive co-curricular programming.

## Club Leadership and Expectations

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Being part of a student club at Red Rocks is a rewarding opportunity to grow as a leader, build community, and make a difference on campus. Here's what you need to know to start and maintain a successful club:

### Student Responsibility

Running a club is a student-led effort. Club members are responsible for:

- Starting and maintaining the club
- Requesting funding
- Managing and promoting club activities
- Keeping records of the club's history

This is done in collaboration with your club advisor, who is there to support—not run—the club.

### Leadership Development

One of the main goals of student clubs is to help members develop leadership skills in:

- Organization
- Planning
- Communication
- Teamwork
- Accountability

Active participation can lead to personal and professional growth that lasts well beyond your time at Red Rocks.

### Club Guidelines

To ensure fairness, inclusivity, and success, all clubs must follow these guidelines:

#### Membership

- Open to all fee-paying, currently enrolled Red Rocks students
- Participation is limited to Red Rocks students only
- Clubs may request permission from Student Government to limit membership (e.g., Student Veteran Association or academic-specific clubs)
- Members must follow guidelines outlined in the Student Code of Conduct.

#### Membership Requirements

- At least two officers are required: President and Vice President
- Officers must be enrolled in at least 6 credit hours at RRCC
- A faculty or staff advisor
- At least five current RRCC students, including the President and Vice President

#### Dues and Funding

- Clubs are funded through Student Life allocations
- Clubs may not require dues from members or hold off-campus bank accounts

#### Use of Academic Department Names

- Clubs using a department's name must get approval from the department chair

## Prohibited Practices

- Initiation rituals, hazing, and exclusionary practices are strictly forbidden

## Benefits of Official Club Status

The primary reason clubs are encouraged to become officially recognized at Red Rocks is to maintain accountability, consistency, and continuity within the college's framework. Clubs cannot be endorsed or supported by the college unless they follow the necessary steps for recognition.

There are numerous benefits for officially recognized campus clubs, including:

- Free promotion of club meetings and special events in the Student Life publications—special promotional materials created upon request for posting and distribution; club contact information disseminated through Red Rocks website and Fox Life.
- Free use of the college's facilities and grounds for club meetings and special events, based on availability.
- Free snacks for club meetings and functions. Stop by the Student Life Desk to receive your allotment prior to your meeting.
- Funding for projects, events and programs open to the wider RRCC community.
- Opportunities for member recruitment at New Student Welcome Night, club fairs, and other college events.

## Starting a Club at Red Rocks

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Ready to launch a student club? Follow these five steps to get started and gain official recognition:

### Step 1: Meet with Student Life

Start by contacting Sara Oviatt, Coordinator of Student Life. Only currently enrolled students can initiate a new club.

Sara will:

- Discuss your club idea
- Review the Club Handbook with you
- Provide the necessary forms and explain the process

### Step 2: Gather Your Team

To move forward, you'll need:

- 10–15 interested students
- A faculty or staff advisor (must be approved by Student Life)

Create a list of interested students with their name, email, and S number. You can host interest meetings, post flyers, or set up info tables to recruit members and find an advisor.

### Step 3: Host an Organizational Meeting

Every proposed club must hold at least one meeting to get organized. You can invite a Student Life staff member to help facilitate. During the meeting:

- Choose two main student contacts to lead communication and submit paperwork
- Define the club's purpose

- Discuss the structure (officer roles, meeting schedule, event ideas)
- Meet potential members and choose an advisor
- Take meeting notes and have attendees sign in

Attach the notes and sign-in sheet to your [Recognition Form](https://forms.office.com/r/BmkVuvvaTY). <https://forms.office.com/r/BmkVuvvaTY>

### Step 4: Submit Your Recognition Form

Turn in your completed [Club Recognition Form](#) to the Coordinator of Student Life at least 24 hours before the Student Government meeting you plan to attend. Late submissions may delay your club's recognition.

Include:

- The Recognition Form
- Organizational meeting notes
- List of interested students

### Step 5: Present to Student Government

Once your materials are submitted, you'll be added to the Student Government meeting agenda.

Meetings are held on Thursdays at 4:15 PM during Fall and Spring, and monthly in Summer. At least one student contact must attend to give a brief overview of the club. Your advisor is welcome to attend, but not required.

Student Government will:

- Review your materials
- Ask questions if needed
- Vote on whether to grant official club status

If there are concerns:

- Your club may be tabled for further discussion
- Or not approved, with reasons provided. You may reapply after one month and continue meeting unofficially in the meantime.

Once approved, your club will gain access to all the benefits and opportunities available to recognized student organizations!

## The First Three Months as an Official Club

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Once your club is approved, here are the key steps to keep things running smoothly:

- Hold regular meetings — aim for at least one per month to stay active and engaged.
- Elect club officers at your first official meeting. Most clubs need at least two officers. If your club involves sports or higher-risk activities, you'll also need to elect a Safety Officer.
- Set up a club email account and assign one officer to manage it. Most clubs use Gmail for their club email. Be sure to share the login info with your Club Advisor and Student Life so they can keep it on file. If you plan to use social media, check out the campus social media policy first.
- Choose your constitution — you can either use the general club constitution or create your own. For help, refer to the "Constitution Guidelines" handout.
- Attend officer training — all club officers must complete training within 60 days of club approval. Reach out to the Program Coordinator to schedule your session.

## Maintaining an Active Club

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Clubs that are active during the Fall and Spring semesters are considered Active Clubs. Clubs do not need to be active during the Summer Semester to be considered an Active Club for the upcoming year. Active Clubs are required to update club leadership and membership lists regularly. They are also required to communicate with Student Life and their Club Advisor regularly.

To stay recognized and in good standing, every club must meet the following requirements each semester:

1. Complete the Club Transition Process. At the start of both Fall and Spring semesters, update your club's information on Fox Life.

2. Maintain Membership

Your club must have:

- At least two student officers
- One advisor (must be an RRCC employee)
- A minimum of five student members listed on your Fox Life roster

3. Hold Monthly Meetings

- Advertise meetings through Fox Life
- Track attendance using Fox Life or submit a sign-in sheet and meeting notes to the Program Coordinator if Fox Life isn't available

4. Officer Training

At least one officer must attend training each year

- Returning clubs: by September 30
- New clubs: within 60 days of Student Government approval

5. Club Constitution

Keep a constitution on file with Student Life. Use the general constitution provided, or write your own and review it annually.

6. Club Email

Maintain an active club email account and ensure login info is shared with your advisor and Student Life.

## Making Changes to Your Club

Significant changes (like a new club name or a significant change to your mission) require a revised Recognition Form and approval from Student Government. Your Club Advisor and the Program Coordinator must approve minor changes (small edits to your mission or constitution).

## Student Club Levels

Outlined below are the various levels of club funding provided by Student Life. Clubs may choose to fundraise for additional funding at any level. All purchase requests and use of club funds must be approved by the Club Advisor and a Student Life Representative. Clubs that are interested in becoming a Level 2 or 3 club must submit a yearly budget and event plan by Oct 15<sup>th</sup> to be eligible for additional funding. If a club doesn't fulfill the requirements of their level by April 15<sup>th</sup>, they will no longer have access to higher level funding and may not be considered for additional funding the following year.

### Level 1: Minimum Requirements for Active Clubs

Level 1 clubs are eligible for up to \$400 in club funding (July 1-June 15) from Student Life, reserve meeting and event space as available, advertise via flyers, RRCC Website, posters for events, and other benefits as outlined in the Club Handbook.

- Complete the club transition process on Fox Life
- 2 student officers, 1 advisor (RRCC Employee) and 5 student members listed on the organization roster on Fox Life
- Monthly meetings
  - Use Fox Life to advertise monthly meetings.
  - Track attendance at meetings using Fox Life
  - Meeting Minutes (notes) and sign in sheet turned in to Program Coordinator (if Fox Life is not available)
- At least 1 officer attends Officer Training yearly
  - By Sept 30<sup>th</sup>
  - New clubs- within 60 days of Student Government Approval
- Constitution on file with Student Life
  - Option 1 use general constitution provided by Student Life
  - Option 2 Write own constitution and review yearly.
- Maintain a club email account.
  - Address and current password on file with Student Life

### Level 2:

Level 2 clubs are eligible for up to \$600 in club funding from Student Life (must submit a budget and event plan for an additional \$200), and are eligible for all Level 1 benefits.

- Meets Level 1 requirements.
- Submit an annual budget and event plan by October 15<sup>th</sup>.
- Complete 1 community service project per year (may collaborate with another club or student organization)
- Club officers attend 2 Club Roundtable meetings each semester.
- Club participates in 1 RRCC event per year.

### Level 3:

Level 3 clubs are eligible for up to \$1000 in club funding from Student Life (must submit a budget and event plan for additional \$600), all level 2 and 1 benefits.

- Meets Level 1 requirements.
- Submit an annual budget and event plan by October 15<sup>th</sup>.

Complete 2 community service projects per year

- Organize and sponsor 1 event open to all college.
- Club officers attend 3 Club Roundtable meetings each semester.
- Club participates in 1 RRCC event per year.

## Club Membership

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### Open and Closed Clubs

By default, most clubs are open to all currently enrolled Red Rocks students. Some clubs may need to restrict membership to certain groups due to confidentiality or academic status. These clubs must request permission from Student Government to limit their membership. The reason for the closed status must be explicitly stated, and the criteria for group membership must be readily available for those who request it.

### Role of Members

Being a club member at Red Rocks means being part of a community that's open, respectful, and student-driven. Here's what you need to know:

- **Who Can Join:** Membership is open to all **currently enrolled, fee-paying Red Rocks students**. Participation is limited to Red Rocks students only.
- **Expectations:** Members are expected to follow the **Student Code of Conduct**, which outlines respectful behavior, academic integrity, and community standards.
- Club members are a valued part of every club.

### Role of Officers

Club Officers are students in a leadership role for the club. They are responsible for managing the business for the club to keep it active. They engage with other club members

### Role of Advisor

#### Relationship Between Members and Advisor

A positive relationship between club members, officers, and your advisor is key to your club's success. Here are a few ways to keep communication strong and teamwork thriving:

- Find meeting times that work for everyone — coordinate with your officers, members, and advisor to choose times that fit everyone's schedule.
- Keep your advisor in the loop — share updates about meetings, events, and club plans so they can support your goals.
- Meet with your advisor regularly — use these check-ins to brainstorm ideas, get feedback, and talk through any challenges.
- Show appreciation — your advisor is volunteering their time, so a simple thank-you goes a long way!

### Required Training for Club Officers and Advisors

#### Club Officer Training

Club officers must complete Officer Training annually to keep the club's official status. Newly elected officers need to finish training within 60 days of their election. Officer Training is scheduled at the start of the semester and on a one-on-one basis throughout the year.

Topics covered in Officer Training:

- Active Club requirements
- Officer and Advisor roles and responsibilities
- Club Roundtable overview
- Club funding and tiers



- Fox Life administration, attendance tracking, events, and financial processes

### Club Advisor Training

Club Advisor Training is held during the week prior to the start of the Fall and Spring Semesters. Advisors should plan to attend at least one each year. All new advisors will complete Advisor Training within 3 months of club recognition by Student Government.

## Club Funding and Fundraising

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Clubs do not automatically receive funding; they must request money. The maximum amount of funding for club allocations is determined annually, depending on budgetary factors. Club funding can be categorized:

- **Yearly Club Allocation:** Clubs are eligible for up to \$400 per fiscal year (July 1-June 30) to finance activities, equipment, supplies, etc. Any unused portion of the yearly allocation does not carry over from year to year.
- **Club Fundraising:** Money the clubs fundraise through activities like bake sales, t-shirt sales, etc., or funds awarded for Club of the Year can be used to finance club activities, equipment, and supplies. Unused portions of fundraised money carry over year to year until the club is inactive for three consecutive semesters.

**It is important to plan for your funding request to undergo the funding process:**

- Discuss the activity or purchase at a club business meeting. **Ensure the meeting's minutes reflect a favorable vote by the majority of the members.**
- Complete the [Create Expenditure form](#) on Fox Life and attach the meeting minutes to the form. When submitted, the form will automatically be routed to your club advisor and the Club Coordinator for approval.
- Submit your Create Expenditure form at least 2 weeks before you need the items, allowing for more time if shipping is required. Payment for guest speakers can take more than 6 weeks, so plan ahead!
- Club members, officers, or advisors should NEVER purchase items for the club on their own. **YOU CAN NOT BE REIMBURSED!** All purchases must be made by the Program Coordinator.

### Fundraising

Clubs may choose to raise funds to support special projects or make donations to charitable organizations. The procedure is as follows:

- Discuss the fundraising proposal at a club business meeting. **Ensure** the meeting's minutes reflect the favorable vote by the majority of the members.
- Meet with the Program Coordinator or Club Advisor to go over steps and processes.
- Complete the Fundraising Activity Request Form and attach the meeting minutes to the form. Submit to the Program Coordinator, at least **4 weeks prior** to your fundraising activity.
- The Office of Student Life and the RRCC Controller, prior to the actual event, must approve all fundraising proposals.

- Any money raised for club use will remain in the club account until it is spent or as long as the club maintains official status.

#### Remember

- Clubs cannot establish or maintain off-campus checking or other banking accounts.
- All equipment purchased by the club is college property and reverts to the ownership of the Office of Student Life if the club becomes inactive.

## Purchases

#### Food

- Use the [Create Expenditure form](#) in Fox Life to start a food purchase request at least 3 weeks before your event. Food requests must be approved by your club advisor **at least 3 weeks before your event**. Upon approval, Student Life will complete the catering request with the RRCC Café and the internal Campus Life Function Form. If the request is approved at all levels, we will notify the club and make the purchase.
- All food purchases require either a Campus Life Function Form or an Official Function Form for approval. These forms require at least 2 weeks to process, so be sure to start your planning early. Late requests may result in the delay or cancellation of your event.
- All food requests require a business purpose (why do you need food at your event?), student learning outcomes, and a copy of the agenda. Attendance must be tracked using Fox Life at the event.
- The RRCC Café has the first right of refusal for all catering services on campus. This means that before any outside vendor is considered, the Café must be allowed to fulfill the catering request. If the Café confirms they are unable to accommodate the request—due to availability, menu limitations, or other constraints, then an external vendor may be used with appropriate approval.

#### Supplies

- Use the [Create Expenditure form](#) in Fox Life to request the purchase of supplies. Please be sure to allow for enough time for shipping and be clear with the description of the item and the vendor.

#### Movies

- All movies shown on campus outside of the classroom are considered public viewing, and Student Clubs must purchase the rights to show movies. The cost varies by movie or documentary. Please check with Student Life before planning to show a movie in a club meeting or event.

#### Guest Speakers

- If payment is required for speakers, please get in touch with Student Life as soon as possible. The approval and payment process may take over 6 weeks.

## Club Meetings, Activities, and Events

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### Club Meeting

- Clubs are required to meet at least once per month to remain active. Attendance must be submitted during the meeting using Fox Life or within one week of the meeting. Submit meeting notes to the Program Coordinator if Fox Life isn't available
- Submit all meetings into Fox Life to market to students and for tracking purposes.

## Club Roundtable

- Club Roundtable meetings are held on the first Wednesday of the month at 2:00-3:00 pm. Virtual meeting links will be sent to club leaders a week before the meeting. The Red Rocks Student Government Vice President and the Program Coordinator of Student Life facilitate roundtable meetings. The goal of the Roundtable is to maintain open communication between clubs and the Student Government, as well as networking and leadership training for club leaders.
- Attendance at Club Roundtable meetings is encouraged for all Club Officers, and required for clubs at level 2 or 3.

## Club Events and Activities

Process	Details	Timeline
Determine the date, time, location	Request location from <a href="mailto:Sara.Oviatt@rrcc.edu">Sara.Oviatt@rrcc.edu</a> before you confirm event. Request room set up, AV, and IT, needs with <a href="mailto:Sara.Oviatt@rrcc.edu">Sara.Oviatt@rrcc.edu</a> . <b>If the event is after hours (Mon-Thurs 10pm and Fri 8pm) you will need the approval of the Vice-President of Student Affairs. Please reach out to Student Life staff to ask for approval 2 weeks out from the event. To request police presence, approval from the Police Chief will be needed 2 weeks out as well.</b>	8 weeks out
Budgeting	Create a budget for the event if supplies or food is needed.	8 weeks out
Fundraising	Complete the Fundraising Activity Request Form and attach the meeting minutes to the form. Submit to the Program Coordinator, at least <b>4 weeks prior</b> to your fundraising activity. See fundraising above.	4 weeks out
Market	Submit event in <a href="#">Fox Life</a> , make flyer for bulletin boards-submit to Sara Oviatt.	4 weeks out
Purchasing	Use the <a href="#">Create Expenditure form</a> in Fox Life to start a food purchase request at least 3 weeks before your event. Food requests must be approved by your club advisor <b>at least 3 weeks before your event</b> . Upon approval, Student Life will complete the catering request with the RRCC Café and the internal Campus Life Function Form. If the request is approved at all levels, we will notify the club and make the purchase. See purchasing above.	3+ weeks out
Accessibility	For questions regarding accessibility, please contact Accessibility Services via telephone (303-914-6733) or by email ( <a href="mailto:access@rrcc.edu">access@rrcc.edu</a> ). Attendees are encouraged to reach out at least one week prior to the event to request disability accommodation.	1 week out
Attendance	Take attendance at the event and submit S#s into Fox Life	During event or afterwards

## Club Marketing

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### Social Media

TBD

### Marketing

We do not have official guidelines for marketing clubs. We encourage clubs to create their own marketing materials, and they have a lot of autonomy. The tradeoff is the Marketing Department does not promote individual clubs, this includes the website, flyers, social media, digital signs, website calendar. The preference is that clubs do not use the official college logos, but using the college colors are fine. Student Life will approve materials and post flyers to the club boards.

## Club Travel

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Draft 8/2025

### 1. Purpose and Scope

- This guideline is intended to ensure the safety, organization, and accountability of travel undertaken by students as part of student club activities. It establishes clear expectations and procedures for planning and conducting single-day excursions, as well as overnight travel. By providing a consistent framework, this policy aims to support enriching and responsible travel experiences while promoting adherence to institutional standards and maintaining the well-being of all participants.
- The scope of this guideline is travel related to student clubs for any activity requiring travel off-campus, whether overnight or not.

### 2. General Travel Guidelines

- **Trip Purpose:** Travel must align with the educational or organizational mission of the student club. Trip organizers must clearly outline the business purpose of the trip and expected learning outcomes for participants.
- **Approval Process:** Trips must be approved by the student club advisor and the Student Life office. Overnight travel will require additional approvals in compliance with the college's travel policies.
- **Travel Authorization:** Trip organizers will complete the [Student Club Travel and Field Trip Request form](#), outlining details of the trip, including location, timeframe, transportation plan, overnight accommodations, and contact information for each participant.
- **Participant Eligibility:** RRCC students, club advisors, or other RRCC employees may participate in Student Club Travel. Students must be members of the club sponsoring the trip.
- **Behavior and Conduct:** Travel participants are expected to behave according to the Student Code of Conduct throughout the trip as they would behave while on campus.

### 3. Single-Day/In-Town Travel

- **Transportation Guidelines:**

- Need more information from legal regarding students riding in other student's cars, waivers for travel,
- **Supervision Requirements:** An advisor or other RRCC employee is not required to attend single-day off-campus activities. Unless there is a specific need for additional advisors, only one advisor may accompany the group using club funds.
- **Accessibility:** Ensure accommodations for students with disabilities.

#### 4. Overnight/ Out-of-State Travel

- Overnight Travel Authorization must be completed and approved for each traveler before any arrangements are made for hotels or travel.
- **Accommodation Standards:**
  - Require pre-approved lodging (hotels, dorms, etc.) that adheres to safety and quality standards.
  - Ensure gender-appropriate room arrangements and privacy considerations.
- **Accessibility:** Ensure accommodations for students with disabilities.
- **Meals:** Using per diem guidelines in the travel authorization packet, clarify meal allowances or pre-arranged meals.
- **Supervision Requirements:** An RRCC advisor or designated RRCC employee must accompany student clubs on all overnight and out-of-state travel. This ensures consistent oversight, support, and adherence to college policies.
  - Advisor Responsibilities:
    - Serve as the primary point of contact for students during the trip.
    - Monitor student behavior and ensure compliance with RRCC's Code of Conduct.
    - Maintain a communication plan with campus contacts in case of emergencies.
    - Ensure all students are accounted for during travel, lodging, and activities.
    - Facilitate conflict resolution and provide support for interpersonal or logistical issues.
  - Staff-to-Student Ratio: While one advisor is required, additional staff may be necessary depending on the number of students, nature of the trip, and risk level. A recommended ratio is 1 advisor per 10 students.

#### 5. Financial Responsibility

- **Funding:**
  - Clubs may use club funding for approved expenses of the trip as outlined by the Travel Authorization packet. Expenses may include venue entrance fees, conference fees, transportation, hotels, and meals.
  - Travel is costly, and clubs may only be able to cover a portion of the trip costs. Trip organizers must clearly communicate to travelers which expenses will be covered by the club funds and which expenses the club member is expected to cover.

## 6. Risk Management

- **Emergency Contacts:** Require students to provide emergency contact information.
- **Waivers:** Include liability waivers and acknowledge risks associated with travel.
- **Incident Reporting:** Establish a process for reporting accidents or injuries during travel.

## 8. Communication Requirements

- Require students to maintain regular communication (e.g., check-ins with trip leaders, updates to advisors).
- Provide a contact list for trip participants.

## 9. Enforcement and Consequences

- Define consequences for violating travel policies (e.g., suspension of travel privileges, disciplinary action).

## 10. Additional Considerations

- **International Travel (if applicable):** Include requirements like passports, visas, and cultural sensitivity training.
- **Accessibility:** Ensure accommodations for students with disabilities.

## Club Awards

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### **Club of the Year, New Club of the Year, Club Leader of the Year, and Club Advisor of the Year:**

All active clubs will be eligible for the awards voted on by Student Life Staff and/or Student Government at the end of the spring semester. Clubs interested in the award will have the opportunity to present to Student Government. The date of the presentations will be announced to all clubs at Roundtable and via email during the spring semester. The presentation should contain club activities, events, collaborations, etc. and explain why the club or advisor should be considered for the award.

Student Life staff members and/or Student Government will vote. The winning “club of the year” will receive an additional funding allocation to their account.

## Fox Life

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Fox Life is the organization and event management tool utilized by Student Life. Club Officers and Advisors will use Fox Life to track membership of their club, attendance at meetings and events, manage club finances, and much more. This tool will be used to simplify and automate processes and make student clubs much more visible to students looking for ways to get involved at Red Rocks.

Fox Life can be found at [rrcc.presence.io](http://rrcc.presence.io) or by downloading the Modern Campus Involve app. (Modern Campus is the company that created the software for the site. Fox Life is what we are calling it at RRCC.) It is linked on the Student Life webpage and The Rock. Students will use their S number and regular RRCC password to log in, and they can also see the public view without logging in.

## Suspension and Grievance

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If the Office of Student Life receives evidence that any club or club members are not observing club, Student Life, college, state, and/or federal policies/procedures, the staff has the right to take appropriate action.

The Office of Student Life will notify the club and advisor with an email that states the exact nature of the problem and a recommendation for a course of action and timeline for the club to correct the problem. If the problem is not corrected within 30 days, the Program Coordinator will notify Student Government and recommend the club be suspended.

The following circumstances are examples:

- Official status may be suspended if the club does not fulfill its required steps for maintaining official club status.
- Official status may be suspended if the club does not adhere to the policies and procedures outlined in the *Club Handbook*.
- Official status may be suspended if the club or club members violate the Red Rocks Community College Student Code of Conduct outlined in the *RRCC Student Handbook*.

Any organization that loses its official status will lose its privileges and will no longer exist as an official club at Red Rocks. Unless Student Government states otherwise, suspended clubs may not reapply for official club status for at least 1 year from suspension date.

If Student Life and Student Government consider a club for reinstatement, a probationary period will be enforced at reinstatement. Student Government or Student Life will decide the terms and length of the probation.

*All of us at Red Rocks Community College and Student Life want to make your club experience as positive as possible. Please feel free to discuss any questions, concerns, or comments you have with the Program Coordinator so that we may better support your club.*