



## **Club Handbook**

[Updated and Maintained by Student Life]

Updated 08/2015

## **Congratulations!**

We applaud your interest and effort in being engaged in Student Life through involvement in a Red Rocks Community College club. We have designed this booklet to provide helpful guidelines and useful information to assist you with your club's pursuits. The Student Life staff looks forward to working with you to find success in your future and/or existing club membership experience.

## **Office of Student Life**

### **Club Contact Information**

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**Director of Student Life**

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PTK Advisor

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Clubs Coordinator, National Society of Leadership and Success Advisor

## Introduction and Purpose

Red Rocks is committed to your total learning experience, both inside and outside of the classroom. As a part of this experience, clubs are formed in which groups of students can explore ideas and activities that support or supplement curricular and co-curricular interests. The Office of 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 and/or maintain an existing club and evaluates these requests to determine if the group meets the 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 members, 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 Red Rocks students. Participation in clubs is restricted to Red Rocks students ONLY.
- A minimum of two officers (President and Vice President) is required. They MUST be currently enrolled in at least a minimum of 6 credit hours RRCC.
- Clubs must consist of at least 5 current RRCC students, including President and Vice President, and a faculty or staff advisor.
- Clubs may not require members to pay dues.
- Clubs formed for the sole purpose of partying or eating will not receive official club status unless they support and/or supplement an established curricular or extra-curricular program.
- Clubs using an academic department's name must have an academic focus.
- Initiation rituals, hazing and exclusionary processes are NOT allowed for any reason!

## 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—the weekly *John Letter*, weekly Student Activities flyers, special promotional materials created upon request for posting and distribution; club contact information disseminated through Red Rocks website; and the college's logo and name authorized for use by the club.
- Please contact the Program Coordinator for assistance printing or designing your club's flyer. Allow 2 weeks for the design and creation of your flyer.
- 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.
- Student fee 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

### **STEP 1**

#### **Make an appointment**

- Only currently enrolled students may initiate the process to form a new club.
- The Program Coordinator will talk to you about your proposed club and review the *Club Handbook*. This handbook includes the paperwork you need to get started as well as simple policies and procedures.

### **STEP 2**

#### **ASSEMBLE MEMBERS AND ADVISOR**

- President and Vice President must currently be enrolled in a minimum of 6 credit hours at RRCC.
- Each club must elect a leadership team to include, at minimum, a President and Vice President. Clubs whose focus is physical activity or a sport must also select a Safety Officer. Other officers may include Secretary, Treasurer, Public Relations officer, or other officers as the club sees fit.
- To start a club, the group must have at least five active members and an advisor.
- Members must be currently enrolled Red Rocks students who have paid student fees and are in good standing with the college.

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- The advisor must be a currently employed Red Rocks administrator, faculty or staff member. The Office of Student Life must approve the selected advisor.

### **STEP 3**

#### **ORGANIZATIONAL MEETING**

- Each proposed club must host at least one organizational or interest meeting. This is an opportunity to find other students who share the club's vision.
- The members can consider options for advisors.
- The group can elect officers.
- You can request that a Student Life staff member be present at your meeting to help you get organized. Just be sure to invite them at least a week before the meeting so they can arrange their schedule.
- New clubs do not need a mission statement, constitution and bylaws to be recognized, but the organizational meeting is a good time to start discussing these things.

### **STEP 4**

#### **Submit your Club Recognition Form**

- The Club Recognition Form is designed to provide the Office of Student Life with important contact and club information specific to your organization.
- 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**

- Once you have met with the Student Life staff, assembled your members and advisor, held an organizational meeting, elected officers and completed the Club Recognition Form, you are ready to ask the Red Rocks Student Government to recognize your group as an official campus club.
- Contact the Student Activities Coordinator to be placed on the Student Government's business meeting agenda.
- 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 Red Rocks Student Government meeting to provide a brief description of the proposed club, including purpose, meeting information, event ideas, etc. Your advisor's attendance is encouraged.
- The Red Rocks 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.
- Once approved by the Red Rocks Student Government, your club can take advantage of opportunities designated for recognized clubs.

## Maintaining Your Club

The following steps are essential in maintaining recognized club status throughout the school year:

- Submit an updated Club Continuance Form within the first two weeks of every semester (or immediately after election of club officers). You must notify the Program Coordinator if your club experiences a change in officers and/or advisor after the original semester's form has been submitted. You should also let the Coordinator know if your club is temporarily or permanently dissolved.
- Set up a club email club via any mail host service i.e. [RRCCfrisbeeclub@yahoo.com](mailto:RRCCfrisbeeclub@yahoo.com). Be sure to give the email password to the club advisor and Program Coordinator to keep on file. If you plan on using social media as a club, see the social media policy for information.
- Hold at least one meeting on campus, per month. All meetings must be open to all students.
- Adopt and submit the club's mission statement, and constitution within 3 months of the clubs recognition. Clubs recognized before May 2013 must submit a mission and constitution within 3 months of submitting a Continuation Form. See Constitution Guide for Clubs.
- All official club meetings must be publicized through the Student Life office. Notice of club meetings will be posted on the club bulletin board.
- Official business meetings, elections, or changes in advisors may only be made while the semester is in session. Special events such as trips or conferences that can only be held during semester breaks must have advisor and program coordinator approval.
- Submit your meeting minutes to the Program Coordinator once a month following the business meeting. Minutes may be emailed to [sara.oviatt@rrcc.edu](mailto:sara.oviatt@rrcc.edu) or dropped off at the Program Coordinator's office # 1566.

## Changes

- Any changes to the club name and significant changes to the club's mission statement or purpose must be submitted via a revised Recognition Form and approved by Red Rocks Student Government.
- Minor changes to mission statement and constitution need to be approved by the Club Advisor and Program Coordinator.
- Submit a new Continuance form when making changes to club officers, advisors, or changing meeting times or place.

**NOTE: CLUBS THAT DO NOT FOLLOW THE MAINTENANCE REQUIREMENTS MAY LOSE OFFICIAL CLUB STATUS!**

# Ways to Maintain Great Communication

## ***Vice President's Round Table***

- Club Round Table meetings are an opportunity for all of the 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 and are held the first Thursday of the month at 12:15-1:00pm in the Mt. Evans Room.
- It is preferred that the club President or Vice President or other officer attend the meeting. If no member of the officer team is available, any club member may attend to represent the club. Students may represent more than one club at the Round Table meeting, as long as they are a member of the clubs.
- A club may miss one Round Table meeting per semester.
  - If no club officer or club member is available to attend the Round Table meeting, they must report the expected absence to the Program Coordinator in advance.
  - Absences in excess of one per semester, not reported in advance, will be penalized \$50 in club funding per occurrence.
- Round Table meetings are not scheduled during Summer semester. The Program Coordinator will send a group email to all clubs at the beginning of June, July and August with updates and helpful tips.

## ***Email***

Most communication between Student Life staff, club officers and advisors occurs by email. It is the club's responsibility to frequently check all email accounts on file with Student Life. It's best to assign this responsibility to an officer who uses email regularly.

# Roles and Responsibilities

## **Club Members**

- Membership in a club at Red Rocks Community College is a privilege that should not be taken for granted. Members are expected to conduct themselves in a mature and professional manner that creates a positive representation of the club, the student body and the college.
- General membership guidelines are set by individual clubs and will vary club to club. Check your club's Constitution if you are concerned about your membership status in a club.
- While clubs are required to be open to all currently enrolled students, they may set guidelines for member behavior, such as meeting attendance, participation on committees, GPA, etc.

## Club Officers

Participating as a club officer is a terrific learning opportunity for any committed student. Students pursuing a club office should consider the following characteristics and tasks for success:

- Remember you are a student first; academics should be your top priority.
- Serve as a role model for the club members and the student body. Remember that leadership is a call to service, not to self-importance.
- Arrange for meeting space and A/V requirements with the club Advisor.
- Maintain open lines of communication with all club members, the club advisor, the Student Life staff, and other appropriate college personnel.
- Ensure the requirements for maintaining the club are met in a timely manner.
- Attend the monthly Round Table, or appoint a club member to attend in your absence to represent the club.
- Understand the club's vision, and work with other members to define annual goals and objectives.
- Familiarize yourself with all policies and procedures as outlined in the *Club Handbook*.
- Determine an avenue for compiling the club's legacy (history) for continuity of the organization from year to year.
- Remember to ask questions when in doubt!

## Club Advisors

Although advisors don't have a vote, they are one of the most important components of a successful club. By volunteering to serve as club advisors, Red Rocks employees can help students excel in a variety of areas. Individuals accepting an advisor position should consider the following suggestions for success:

- Meet with the Program Coordinator to review The Club Handbook and club advisor expectations.
- Attend at least 2 scheduled club meetings and/or events per semester. This may or may not include off-campus functions and conferences. Review meeting minutes when unable to attend meetings.
- Encourage club members to plan programs that make contributions to the educational and social needs of students.
- Assist club members in following the mission and constitution of the club and help update the constitution as needed.
- Sign off on activity, purchase and continuation forms.
- Advise club members on appropriate use of funding and appropriate events or activities for the club.
- Serve as a student advocate, role model and resource person.
- Familiarize yourself with all policies and procedures outlined in the *Club Handbook*.
- Maintain open lines of communication between the club, the Student Life staff and the college.
- Facilitate conflict resolution if problems arise between members.
- Remember to ask questions when in doubt!

## Relationship Between Members and Advisor

A positive working relationship between the club officers, members and advisor is integral to the success of the group. The following suggestions may help foster that relationship:



- Schedule meetings at a mutually agreeable time for club officers, club members and advisor.
- Keep the advisor informed of all club meetings and activities, as well as progress in the development and implementation of proposed plans.
- Meet regularly with the advisor to brainstorm ideas, request feedback, seek advice and discuss problems.
- Recognize and appreciate the advisor's time and effort. Remember: advisors are volunteers!

## Club Funding and Fundraising

Funding for clubs comes from student fee money. Clubs do not automatically receive funding; they must request money, as they need it. The maximum amount of funding for the various categories is determined annually depending on budgetary factors. Club funding can be categorized in three ways:

- **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 year to year.
- **Collaboration funding:** Clubs are eligible for additional money to finance campus activities and projects that they co-sponsor with the Office of Student Life.
- **Club Fundraised:** Money the clubs fundraise through activities like bake sales, t-shirt sales, etc; or awarded to the club for participation in Welcome Days, Club Fairs, Trick or Treat, or funds awarded for Club of the Year can be used to finance club activities, equipment, and supplies. Unused portions of fundraised money carries over year to year until the club permanently dissolves.

**It is important to plan ahead for your funding request in order 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 appropriate Purchase Request Form and attach the meeting minutes to the form. Submit to the Program Coordinator, who will advise you on how to proceed.
- Remember to submit your Purchase Request at least 2 weeks before you need the items you are purchasing, 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. 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.

- 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.
- Events where money is handled must have at least 2 people present, one of whom is a RRCC staff member.
- The Office of Student Life and the RRCC Controller, prior to the actual event, must approve all fundraising proposals.
- All money obtained from the fundraising activity must be submitted to the Office of Student Life immediately upon the close of fundraising activity for the day.
- Money obtained through fundraising can be spent on goods, vendors and in accordance with Student Life, College and State fiscal procedures. Money cannot be given to individual club members.
- If a club wishes to fundraise for the purpose of donating money to a charity or non-profit, the fundraiser will be coordinated with the Cashier's Office. All money collected will be donated to the charity of choice. Donors must be notified of what organization they are donating to.
- 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.

***Other important information about funding and funds to consider:***

- **At no time should club members or advisors purchase items for club use out of their own pocket. Reimbursement for such purchases is not permitted.**
- All purchases using student fee money must be facilitated through the Office of Student Life. Any order placed by someone other than a Student Life staff member will not be funded.
- Clubs cannot establish or maintain off-campus checking or other banking accounts.
- All equipment and property purchased by the club is college property and reverts to the ownership of the Office of Student Life if the club becomes inactive.
- All expenditures must be voted on and approved by a majority of all active club members.
- Clubs must follow all college, state and federal fiscal rules. These rules change from time to time.
- The club's officers and advisor are responsible for following these fiscal policies and should consult with Office of Student Life regarding any questions or concerns.
- **Late funding requests may not be accepted and processed.**

## Club of the Year Award

All active clubs will be eligible for “Club of the Year” as voted on by Student Life Staff at the end of the spring semester. Clubs interested in being considered for 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 should be considered for the award.

Student Life Staff members will vote and one club will be recognized as “Club of the Year”. The winning club will receive an additional funding allocation to their account.

## Suspension and Grievance

### When Things Aren’t Working Right

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 following circumstances are examples:

- Recognition status may be suspended if the club does not fulfill its required steps for maintaining official club status.
- Recognition status may be suspended if the club does not adhere to the policies and procedures outlined in the *Club Handbook*.
- Recognition 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*.

The Office of Student Life will present the club with a letter that states the exact nature of the violation and a recommendation for a course of action and timeline for the club to correct the problem.

Any organization that loses its recognition will lose its privileges and will no longer exist as an officially sanctioned club at Red Rocks.

An organization that has been declared suspended must resubmit a Club Recognition Form (Appendix A) before it can be considered for reinstatement by the Office of Student Life and the Red Rocks Student Government.

**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 SERVE YOUR CLUB NEEDS!**

## 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 Meeting:** \_\_\_\_\_

**Time of Meeting:** \_\_\_\_\_

**Location of Meeting:** \_\_\_\_\_

### Club

**Email** \_\_\_\_\_ **Email Password** \_\_\_\_\_

(For Club Advisor Access Only)

**President** \_\_\_\_\_ **Student ID#** \_\_\_\_\_

**Phone #** \_\_\_\_\_ **Email address:** \_\_\_\_\_

**Vice President** \_\_\_\_\_ **Student ID#** \_\_\_\_\_

**Phone #** \_\_\_\_\_ **Email address:** \_\_\_\_\_

\_\_\_\_\_ **Officer** \_\_\_\_\_ **Student ID#** \_\_\_\_\_

**Phone #** \_\_\_\_\_ **Email address:** \_\_\_\_\_

\_\_\_\_\_ **Officer** \_\_\_\_\_ **Student ID#** \_\_\_\_\_

**Phone #** \_\_\_\_\_ **Email address:** \_\_\_\_\_

\_\_\_\_\_ **Officer** \_\_\_\_\_ **Student ID#** \_\_\_\_\_

**Phone #** \_\_\_\_\_ **Email address:** \_\_\_\_\_

**Club Advisor** \_\_\_\_\_ **RRCC Department:** \_\_\_\_\_

**Phone #** \_\_\_\_\_ **Email address:** \_\_\_\_\_

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**LIST OTHER CURRENT STUDENT CLUB MEMBERS**

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

**Name**

**Student ID#**


We have read the Club Handbook and acknowledge the information contained in this guide. In addition, we are clear on the procedures for maintaining official club status as well as fiscal policies.

Signature of Club President: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Club Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICIAL USE ONLY**

**Red Rocks Student Government**

**Agenda Date:** \_\_\_\_\_ **Approved:** \_\_\_\_ Yes \_\_\_\_ No

## CLUB CONTINUATION FORM

Submit this form to the Program Coordinator with in the first 2 weeks of the semester the club will be active. Meeting rooms are reserved on a first come-first served basis.

**Name of club:** \_\_\_\_\_

**Club will continue to meet during** \_\_\_\_\_ **Semester/Year**

**Day of meeting:** \_\_\_\_\_

**Time of Meeting:** \_\_\_\_\_

**Location of Meeting:** \_\_\_\_\_

**Club**  
**Email** \_\_\_\_\_ **Email Password** \_\_\_\_\_  
(For Club Advisor access and continuity)

**Club Social Media Page URL** \_\_\_\_\_  
(Facebook, Twitter, Youtube)

**The club must review and update the constitution each year.**

\_\_\_\_\_ We will continue to use the constitution on file with Student Life.

\_\_\_\_\_ We have made changes to the constitution and attached the new constitution to this form.

**Please include complete officer contact information. Writing 'same as last year' is not acceptable.**

**President** \_\_\_\_\_ **Student ID#** \_\_\_\_\_

**Phone #** \_\_\_\_\_ **Email address:** \_\_\_\_\_

**Vice President** \_\_\_\_\_ **Student ID#** \_\_\_\_\_

**Phone #** \_\_\_\_\_ **Email address:** \_\_\_\_\_

**Officer** \_\_\_\_\_ **Student ID#** \_\_\_\_\_

**Phone #** \_\_\_\_\_ **Email address:** \_\_\_\_\_

**Officer** \_\_\_\_\_ **Student ID#** \_\_\_\_\_

**Phone #** \_\_\_\_\_ **Email address:** \_\_\_\_\_

**Officer** \_\_\_\_\_ **Student ID#** \_\_\_\_\_

**Phone #** \_\_\_\_\_ **Email address:** \_\_\_\_\_

**Club Advisor** \_\_\_\_\_ **RRCC Department:** \_\_\_\_\_

**Phone #** \_\_\_\_\_ **Email address:** \_\_\_\_\_

**For Official Use Only**

Date received: \_\_\_\_\_

Approved by: \_\_\_\_\_

## CLUB PURCHASE REQUEST

Funding for clubs comes from student fee money. Clubs do not automatically receive annual funding and must request money.

**Club funding\*:** Clubs are eligible for up to \$400 per fiscal year to finance club activities and projects.

**\*Maximum amount of funding will be determined by the Student Life staff.** Granting of funds will depend on the availability of funds, appropriateness of the request, and the benefit to the student body.

Club Name: \_\_\_\_\_

Date Needed: \_\_\_\_\_ Time: \_\_\_\_\_ Place: \_\_\_\_\_

Name of Vendor: \_\_\_\_\_

Vendor Phone: \_\_\_\_\_

Items requested (if online purchase send link to [sara.oviatt@rrcc.edu](mailto:sara.oviatt@rrcc.edu), allow adequate time for delivery):

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Total or maximum spending budget: \$\_\_\_\_\_ (remember to include shipping if needed)

Notes:

Signature of Club President: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Club Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

### FOR OFFICIAL USE ONLY

Date received: \_\_\_\_\_ Funds Available: \$\_\_\_\_\_ Amount Approved: \$\_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

## OFF CAMPUS ACTIVITY FORM

Use this form when planning an event that will take place off campus. Include attached list of participants.

**CLUB NAME:** \_\_\_\_\_

**EVENT DATE:** \_\_\_\_\_

**TITLE OF EVENT:** \_\_\_\_\_

**DETAILED DESCRIPTION OF PROPOSED FUNCTION:**

Who's participating? See attached list.

What's the purpose? \_\_\_\_\_

When - Date and Time? \_\_\_\_\_

Where it will be held? \_\_\_\_\_

Club Contact Person/Phone Number: \_\_\_\_\_

Faculty/Staff Who Will Be Present: \_\_\_\_\_

Funding Needed: \_\_\_ Yes \_\_\_ No Amount Requested: \$ \_\_\_\_\_

Other information:

Signature of Club President: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Club Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

### FOR OFFICIAL USE ONLY

**Date received:** \_\_\_\_\_ **Funds available:** \$ \_\_\_\_\_ **Amount Approved:** \$ \_\_\_\_\_

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## Off Campus Activity Form

### Participant List

Please write legibly or type! Attach additional forms as needed.

Student Name	S#	Emergency contact/phone number

## FUNDRAISING ACTIVITY REQUEST FORM

CLUB NAME: \_\_\_\_\_

TODAY'S DATE: \_\_\_\_\_

TITLE OF EVENT: \_\_\_\_\_

### DETAILED DESCRIPTION OF PROPOSED FUNDRAISING ACTION:

Why is the club fundraising?

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When - Date and Time?

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Where it will be held?

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How will you raise the funds?

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Club Contact Person/Phone Number:

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*Please attach a schedule of who will be working the event. 2 people must be present at all times when cash is handled and at least 1 of those must be an employee.*

Funding Needed:    \_\_\_Yes    \_\_\_No

Amount Requested:\$ \_\_\_\_\_

Purchase Request submitted: \_\_\_Yes    \_\_\_No

\*Food items may not be purchased for resale.

Outline the plan of action, what will you do?

Signature of Club President: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Club Advisor: \_\_\_\_\_

Date: \_\_\_\_\_

### FOR OFFICIAL USE ONLY

Date received: \_\_\_\_\_ Funds available: \$ \_\_\_\_\_ Amount Approved: \$ \_\_\_\_\_

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

## CLUB COLLABORATION FORM

**Complete this form and bring it to the Program Coordinator in the Student Life Office**  
**Collaboration Guidelines**

1. Activities offered in collaboration with Student Life must be open to all RRCC students.
2. Collaboration proposal must be submitted at least 4 weeks prior to event.
3. Proposals will be evaluated for appropriateness and affordability by the Student Life staff.
4. Student Life funding for collaborative events will be determined on a case-by-case basis.

**Your Name** \_\_\_\_\_ **Today's Date** \_\_\_\_\_

**Event/Project Name** \_\_\_\_\_

**Date/Time/Place** \_\_\_\_\_

**Description** \_\_\_\_\_

**Estimated number of students to attend** \_\_\_\_\_

<b>Required funding</b>	1. _____	\$ _____
	2. _____	\$ _____
	3. _____	\$ _____
	4. _____	\$ _____

**TOTAL: \$** \_\_\_\_\_

Estimated cost per student \$ \_\_\_\_\_

Signature of Club President: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Club Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

### FOR OFFICIAL USE ONLY

**Date received:** \_\_\_\_\_

**Amount Approved: \$** \_\_\_\_\_

**Approved by** \_\_\_\_\_

**Date Approved:** \_\_\_\_\_

# CLUB MEETING MINUTES FORM

**NOTE: A COPY OF THE MINUTES REFLECTING CLUB APPROVAL OF THE ACTIVITY, EVENT OR FUNDRAISER MUST BE ATTACHED TO FUNDING AND COLLABORATION REQUESTS.**

Date:

Semester:

Club Name:\_\_\_\_\_

Officer Name:\_\_\_\_\_

Names In Attendance: \_\_\_\_\_

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# Minutes

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**Minutes Approved by:**\_\_\_\_\_ **(Officer)**