Interested in starting a new club at TRCC?
It’s as easy as 1... 2... 3!

1) Find a faculty or staff advisor
   You need a TRCC faculty or staff member to be your official advisor- to attend events, help with planning, etc.

2) Get together a group of ten currently enrolled students
   Student Programs will help you print flyers and reserve a conference room to hold an opening meeting and gather interest. Have all interested students sign the attached roster.

3) Write a constitution with a list of proposed activities.
   Student Programs can give you a sample Constitution. We suggest drafting it during your first meeting to get input from all new members.

Once this is completed, sign up outside of F209 to get on Student Government’s meeting agenda to present your constitution to Student Government (SGA). Only SGA recognized organizations may use the College's name & facilities and request funds.

Want to stay a club?
Congratulations- you’re a club!
Now what?

Our website is an excellent resource for how to run your club.
- Visit WWW.TRCC.COMMNET.EDU
  - Click on Student Programs, under the Student Services drop-down menu
  - The tab Resources for Student Organizations outlines procedures

Of course, you can always visit Student Programs in F211 with questions!

To maintain active club status
- Keep club binder located in the Student Programs Office updated with:
  - Minutes
  - Roster
  - Student Leader Profiles
  - Budget information
- Have an advisor
- Two (2) meetings a month
  - Notify Student Programs of ALL organization meetings
- One organization sponsored activity a month (registered with the Student Programs Office), or participation in a Student Programs activity (i.e. Orientation, Scoop, Read Across America, etc)

An organization will be placed on probation if they
- Fail to meet any of the above guidelines for a period exceeding one semester
  - Clubs on probation will be required to schedule weekly meetings with Student Programs to report their progress

An organization charter can be revoked if they
- Formally request to be revoked at a Student Government meeting
- Fail to meet the terms of their probation for a period exceeding one semester

New organizations will be granted a provisional status for a period of one semester in which they will be required to meet weekly with Student Programs and report their progress.