

Tips for Organizing a New Club at Three Rivers

Putting it All Together

Student clubs, like any group, involve getting together out of a common interest. The cause can be anything from providing a social for students with special interest areas to providing a concert for enjoyment. Student Programs is interested in assisting students with the formation of student clubs. When developing a new club, consider the following:

✓ **The Club Needs to Have a Reason for Existing**

There needs to be a sense of purpose that others can relate to, understand and share.

✓ **Be Prepared**

During the development phase of the club, be prepared to take on a great deal of responsibility for setting up the first meetings and publicizing them. After the club has a sense of organization, other members can take on these tasks.

✓ **Enthusiasm is a Must!**

Recruit campus-wide and be excited! It's catching!

✓ **Cooperate with other Student Clubs and Student Programs and use these campus resources to the fullest.**

- The first step in starting a new club is to call a meeting to see if there are other students on campus that are interested in joining. Student Programs can help reserve a meeting place at the college.
- All clubs must have a staff or faculty advisor. The advisor can help with the development of the organization.
- Flyers need to be distributed around campus announcing the meeting. Student Programs will post your announcement and include it in the Campus Link and on their Facebook page.
- At your first meeting, discuss ideas for the group, get some feedback, and pass around a contact sheet (attached). Find out who is interested in executive roles and the best time to hold the next meeting.
- Once the meeting is over and a core of ten students have been identified that share the same interest, you should draft a constitution for the club. The constitution needs to outline the purpose of the club, the executive roles, membership requirements, when meetings are held, how elections occur, and other related information. A sample constitution is attached.
- After a group completes a roster of ten members, a constitution and secures an advisor, then they petition student government to become officially recognized. When the club is officially recognized by Student Government, then the club is entitled to petition for funding, copier privileges, a mail box and reserve space for meetings and events. Only recognized student organizations may use the name, sponsorship and facilities of the college.

Getting started requires a fair amount of effort, but this effort can return a great sense of accomplishment. Student Programs can help—just ask! Once begun, the rest is easy!

For specific information on how to organize a student group, contact the Student Programs Office (F211) at studentprograms@trcc.commnet.edu or 860.885.2301.