

Starting a New Club

Formation of new clubs and organizations that enhance student life is greatly encouraged. In order for a club to become eligible to use the services available on campus, it must ask for and receive recognition from both the Student Government and Student Activities Office. This process is outlined in the six steps below.

SIX STEPS TO SEEKING CLUB RECOGNITION

1. **E**stablish a purpose of your organization and approach a member of the Student Activities staff to indicate your interest in becoming a recognized club.
2. **I**n cooperation with Student Activities; conduct interest meeting to recruit potential members.
3. **F**ill out an application for recognition to the President of the Student Government Association and copy this to the Student Activities Office.
4. **P**repare a mission statement and obtain an advisor and a list of **5 potential members** enrolled on campus.
5. **R**quest to be placed on the Student Government Association agenda and be present to answer questions by the members of the **SGA**.

FIVE TOWNS COLLEGE CLUB & ORGANIZATION RECOGNITION

On a semester basis all clubs and organizations seeking official recognition by The Office of Student Activities must complete the following:

1. Valid Rosters submitted by 3rd week of September for the academic year
 - Refer to Club Manual for roster requirements.
 - If needed, a updated copy in the Spring semester
2. Review and hand in Mission Statement every year by the end of September.
3. Attendance at Leader Conference and/or Student Government meetings in the Fall and Spring Semester.*(minimum of one Executive Board members)
4. Sponsor one open campus event per semester by December 1st in the Fall Semester and May 1st in the Spring Semester.

Benefits:

- Formal recognition of Club as a FTC sanctioned group
- Access to facility usage
- Access to SGA & Student Activities funds for programming

Clubs and organizations that do not comply will be placed on the following sanctions:

Level I: Formal Warning.

Level II: No funding from SGA, Student Activities.

Level III: No formal recognition & loss of all privileges.

Sponsoring An Event

All events must be registered through Student Activities. Regardless of what type of event is being scheduled, there are certain procedures an organization must follow. All events, on or off campus, must be held in compliance with the policies and procedures set forth in this manual.

Procedure for sponsoring an event:

An event form must be submitted at least two weeks prior to the schedule date of the event

****All Events Sponsored by Clubs and Organizations Must Obtain Approval From the Department of Student Activities****

Reasons:

1. To provide the necessary support services with advance notice to prepare for these events.
2. To ensure the sponsoring group has ample time to plan and advertise effectively.

Obtain a program/event worksheet form from the Student Activities Office

To order food for an event, see a dining services catering manager. Write all food requests with prices attached to program/event worksheet.

Any Educational Media, Food Requests, Transportation Request, and Set up Diagram must be submitted with Event Planning Form at Least Two Weeks in advance.

Your advisor must always sign off on all forms.

Incomplete forms will not be approved and will be returned to your club mailbox.

You may only advertise for the approved date and location written on your form

If you must cancel an event, for any reason, you must contact Student Activities immediately. Failure to give proper notification may also result in your organization being prohibited from submitting future event forms.

Approval for any events is reserved by the Department of Student Development & Activities.