



Student Guide to Starting a College Club or Organization!

2012-2013 Policies and Procedures Manual

Courtney Coleman, BA, MBA
Student Life Coordinator

© Aultman College Student Life Office
3.9.11; revised 5.22.12

Table of Contents

Introduction.....	3
Purpose of Student Life.....	4
Benefits of an Organization.....	5
How to Start a Campus Organization.....	6
Recruiting Members.....	8
Organization Meetings.....	8
Events and Advertising.....	9
Fundraising.....	11
Usage of College Logo and Name.....	12
Club/Organization Renewals.....	12
Forms.....	13
New Club/Organization Checklist	
New Campus Organization Form	
Student Organization Annual Renewal Form	

Introduction

College is more than classrooms and clinicals!

Students who become engaged in Student Life during their academic career at Aultman College develop profound leadership, problem-solving, social and communication skills which can be directly applied to their career. The Office of Student Life is dedicated to providing students opportunities to engage in academic, community and student body activities to promote a collegiate environment. The Office of Student Life offers students to excel in programs targeted for personal, physical, intellectual, and collegiate development.

“Studies show students involved in extracurricular activities are more likely to become **leaders**, more willing to complete tasks, more willing to voice opinions. Extracurricular activities are also a good way to explore social, political, and career interests.” –
Montana State University

Along with participating in college Student Life events, students have the opportunity to advance their leadership skills by planning and developing clubs and organizations on campus. Aultman College of Nursing and Health Sciences encourage students to participate in developing a new club or organization. The “How to Start Your Own Club or Organization Manual” is your guide to starting an organization on campus!

If you have any questions or concerns, please feel free to contact Student Life Coordinator, Courtney Coleman at 330.363.4280 or ccoleman@aultman.com.

Purpose of Student Life

Student Life is an avenue for students to become engaged in their personal, professional, academic and social success during their college career. Aultman College Student Life offers many benefits to students, including:

- Student Senate
- Aultman College Student Nurse Association
- Veteran's Association
- Nursing Christian Fellowship
- Nursing As A Second Career
- Technology Information Sessions (APA, PowerPoint)
- Pilates and fitness classes
- Online blog featuring student bloggers and the President's Blog
- Monthly 'Lunch and Learn' seminars and workshops
- The Golden Owl Student of the Month program
- Men in Nursing Association
- Student Ambassadors
- Themed socials
- Intramural Sports
- Leadership Opportunities
- Career Guides

The Office of Student Life encourages students to take ownership of their interests and start an organization on campus! Employers are looking for qualified candidates who also possess skills developed while participating in Student Life: leadership, communication, problem solving, social and time management skills. **These skills will set you apart from other qualified candidates!**

Benefits of a Club or Organization on campus

Approved clubs or organizations receive many college benefits, including:

- Usage of college bulletin boards for advertisements
- Applications for Room Reservations
- Association with College publications: *The Pulse, The Connection*
- Permission to post an organization on www.aultmancollege.edu
- Aultman College email address. i.e.: chessclub@aultmancollege.edu
- Publication on Student Life Calendar
- Opportunities to host fundraising events
- Permission to participate in College Orientation and Get Involved Weeks with Student Life
- Tax-exempt Stats – as a part of Aultman College of Nursing and Health Sciences
- Permission to use 'Aultman College of Nursing and Health Sciences' as part of the organization name
- Advising from Student Life Coordinator
- Solicitation of student membership on campus under organization name

How to Start a Campus Organization

Think about your hobbies, values and personal interests. Do you know others who also love the same things? For example, do you read with several of your friends a book a month? Why not start a book club! Or do you go on bike rides with your fellow classmates? Perhaps start a bike club!

Are you really passionate about something? Do you feel there should be a single parent support group on campus? These are the types of organizations you may be able to start!

Before you begin to plan your organization, review the Student Life section on www.aultmancollege.edu to see what organizations are already present within the college. Talk to your friends and test out the interest of your topic. Make sure you have other students who are interested in your idea! Also, familiarize yourself with the College's Mission – clubs will only be approved if they mirror the Mission of Aultman College.

Required Students

Aultman College requires at least four (4) students to apply for official organization status. Of the four, two (2) people must be assigned the duties of President and Secretary (cannot be the same person). The roles of the President and Secretary are as followed:

President: This will be the main point of contact for the organization. The President will be responsible for completing the required application forms for college organizations. Roles of the President will also include:

- Preside at all meetings
- Complete room reservation form for all meetings
- Represent the organization on college campus
- Coordinate campus-wide programs
- Attend leadership training with Student Life Coordinator

Secretary: The secretary will be responsible for all recordings of meetings and events. Aultman College of Nursing and Health Sciences requires all organizations (student or staff led) to submit all meeting agendas and minutes in a timely manner. Student organization secretaries will be responsible for turning in agendas and minutes to the Student Life Coordinator. Upon approval of organization, Student Life Coordinator will submit templates for minutes and agendas to the club secretary.

Advisors

Once the members and required officials are in place, an advisor is required. Advisors can be faculty, staff or administrators within the college. If you are unsure who to ask, contact the Student Life Coordinator for ideas and suggestions. Advisors will play an important role in the development and organization of your club. The advisor is also the primary contact after the club president.

If you are approved for a new campus organization, the term is only for one academic year. Clubs and organizations must re-apply each year to sustain membership.

Registration Paperwork

After a college faculty, staff or administrative member has agreed to serve as the club advisor, the registration paperwork for new clubs and organizations must be completed. The President must complete the **New Campus Organization Form** and turn it into the Student Life office.

Meeting with Student Life Coordinator

Once the paperwork is completed, the club president (and any other interested students) is to meet with the Student Life Coordinator. You will be able to get ideas and feedback regarding your club's plan. The Student Life Coordinator can also answer questions regarding policies, procedures, and organizing a club.

Bylaws

The next step of organizing a new club and organization is writing your bylaws. Bylaws are a set of guidelines for the entire organization, citing specific policies and procedures.

TIP: If you are starting a club at Aultman College from an existing national chapter (i.e.: National Student Nurses' Association, Student Republicans/Democrats, Campus Crusaders, etc), sample bylaws may already be written and ready for your local club to modify. Check with your national representative.

If you need to draft bylaws from scratch, sit down with the key students who want to start the association. The bylaws need to spell out specifics, such as meeting times, members, operations, activities, purpose, and benefits. The club's bylaws will serve as the legal rules of the organization. Students must type bylaws and have the copy ready for the presentation to Student Senate.

Presentation to Student Senate

As students put together the final application, forms, bylaws and have met with the Student Life Coordinator, the group is required to present their club/organization idea to the elected members of Student Senate. Students applying for a new organization need to prepare a 10 minute presentation. Students can have a PowerPoint, handouts, or any other appropriate reference materials. After the presentation, Student Senate will vote on the approval/denial of the organization. Students will hear from the Student Life Coordinator within one week of the Student Senate meeting to inform of the next step.

If approved by Student Senate, a Senate representative will take proposal to:

- ⇒ Student Affairs Council
- ⇒ Administrative Council

Students will be notified within one (1) business week of final decision after Administrative Council meeting.

Recruiting Members

Once your organization has been approved, it is time to recruit members! The best way to recruit members is to appeal to a specific group of people. You may see more results advertising to a specific group within the college, rather than trying to target the entire school population. Think about the type of student your club appeals to. In the first meeting of the organization, plan how to advertise to gain more student members. Remember, word of mouth is usually the best form of advertising!

Students can create flyers, hold information tables or host events to gain interest in the student population. For more information and ideas, contact the Student Life Coordinator.

Organization Meetings

Upon approval of your organization, it is now time to conduct and arrange campus meetings. In order to receive your privileged campus attention, club members will need to complete Event Registration Form and submit to the office of Student Life **10 business days prior** to the meeting. To keep your organization up-to-date, it is recommended to have a club meeting at least once a month.

Club presidents will need to complete a Room Request Form to apply for a room in the college. Due to limited availability for rooms, please submit the Room Request Form **10 business days** in advance to the meeting.

When planning a club meeting, keep in mind these things:

- Time: When are most of your club members available? And evenings and afternoons are the easiest times to get a room.
- Agenda: Agendas help keep your meetings on track. Come up with topics to discuss prior to the event by planning a specific agenda.
- Advertisement: Create exciting flyers and announcements for students to know about the upcoming meeting.

Agenda and Minutes

The secretary's responsibility is to create an agenda for all meetings and submit to the Student Life Coordinator three (3) days prior to the scheduled meeting. This is a college requirement for all meetings. The Secretary is also responsible for typing minutes of the meeting and submitting them to the Student Life Coordinator one (1) week after the meeting. Sample agendas and minutes are available in the Student Life Office.

Advertisements for Meetings

Once students have a confirmed room for the meeting, club members can advertise meetings on campus. Flyers and announcements needs to be submitted to the Student Life Coordinator for approval for the bulletin boards and CAMS Student Portal postings.

TIP: Make your flyer stand out - use pictures, cool fonts and catchy wording to grab attention!

Events and Advertising

As your club begins to grow, it is time to host college-wide events! Your club and organization can host/sponsor events to raise awareness for a topic, increase membership or simply to provide a fun service for students! Perhaps your club wants to sponsor a family picnic for students with children. Or you want to host a Holiday party for fun!

Steps to Planning a Successful Event

1. Decide a target audience – with the different groups of students attending the college, you will never appeal to every student. Successful events are those who target a specific group of people, rather than trying to entertain everyone! As a group, decide who you would like to reach and plan your event around your target audience. For example, a late night event in Canton won't attract non-traditional students.
2. Set an efficient date and time for the event – Once you decide your target audience, determine the best time to reach them. Perhaps a campus religious group would like to meet before classes. Or a card club wants to play Euchre on a

Friday night. Make sure you also set enough time for your group to organize, plan, and advertise your event!

3. Determine your budget – Meet with the Student Life Coordinator to determine what college budget is available for your event. Clubs are prohibited to establish their own personal budget – the college hosts a shared Student Life budget for events. Meet with the Student Life Coordinator to see what is available to your resources – the college will work with you to make your event successful!
4. Determine your timeline – The best practice is to work backwards. Figure out the best timeline to notify students, plan the event and receive the best turnout.

Tip: Students are prohibited to sign, negotiate, arrange or schedule guest speakers, performers or entertainers to the college. However, students are encouraged to bring ideas to the Student Life Coordinator, who will be responsible for contacting and scheduling guests.

Tip: Meet with the Student Life Coordinator in the early planning stages of your event to ensure your group is on the right track. This is avoid frustration if you event is delayed due to approval.

If you would like your event to happen off campus, please contact the Student Life Coordinator for assistance. **To ensure a room within Aultman College, Room Request (Event) emails must be received at least two (2) weeks prior to your proposed event.**

Advertising the Event

Once your event has been approved, your club or organization will want to advertise on campus! Make sure your organization utilizes the best ways of advertising:

- Flyers
- CAMS Student Portal
- Classroom Announcements – with faculty permission
- Information Tables in the hall
- Word of mouth!

Once you've designed a promotional flyer, submit the flyer to the Student Life Coordinator to be placed on the bulletin boards. Clubs must submit an electronic copy of the flyer to be posted on the CAMS Student Portal.

Fundraising by Student Organizations

The privilege of hosting fundraising events is elite to student clubs and organizations. Student clubs and organizations can chose to raise money for an official non-profit organization (Relay for Life, American Heart Association, etc) or their own club/organization. All fundraising projects must be submitted in writing to the Student Life Coordination for approval **two (2) weeks prior** to the event. Students need to present a written fundraising proposal indicating the type of fundraiser (internal or external), specific fundraising activities, projected budget and income. Approval will be granted only if the fundraising project is deemed relating to the College's missions, visions and goals and for the good of the student body.

Solicitation of College Alumni, Staff or Faculty will be restricted without proper approval.

Student organizations can hold several types of fundraisers, including: bake sales, campus garage sales, coffee sales, etc. Once student organizations receive approval for proposed fundraisers, students need to complete a Fundraiser Event Form to submit to the Student Life Coordinator. *This form is to be submitted after your fundraising proposal has been approved and just for college records of the event.*

Once the event is complete, the organization's President is responsible for completing a **Fundraising Report** with the proper funds and submit to the Student Life Coordinator within one (1) week of the event. The report, along with the earned funds, will be submitted to the college's Financial Analyst. If the student organization wishes to send the raised funds to a non-profit organization, students must schedule an appointment with the College's Financial Analyst to organize payment requests. These forms will be available to student organizations once the fundraising event has been approved.

Usage of College Name and Logo

Student organizations have permission to use “Aultman College of Nursing and Health Sciences” or “Aultman College” in the title of the organization, with approval during the New Campus Organization process. Examples include: Aultman College Student Nurse Association or Aultman College Radiology Club.

Student clubs and organizations are prohibited to use the college’s logo in any shape or form within the advertisement, webpage development or publications of the student club. If the club/organization would like to use official college letterhead, please contact the Student Life Coordinator for specific requests.

Club/Organization Renewals

Every academic year, each approved club/organization must complete a **Student Organization Annual Renewal Form** to remain active status. The form must be turned into the Student Life Office on the last day to add/drop classes each **Fall** semester. If a club/organization fails to complete the form, the organization will be inactive for the academic year.



New Club/Organization Check List

Follow these easy steps to get your club/organization started

- Four committed Aultman College Students
- Aultman College faculty/staff member as advisor
- Proposed club/organization meets the Mission of the College
- Complete New Campus Organization Form and turn into Student Life Office
- Receive date for Student Senate Meeting
- Draft bylaws
- Present to Student Senate

Student Life Office Only
Date Received: _____
Senate Meeting: _____
Senate Approved: _____
SA Approved: _____
Admin Approved: _____



New Campus Club/Organization Form

Date: _____

Proposed Organization Name: _____

Briefly describe your organization and purpose:

Names of Aultman College Students (Four (4) required – must have a President and Secretary which cannot be the same student)

Name: _____

Circle one: President Secretary

Name: _____

Circle one: President Secretary

Name: _____

Circle one: President Secretary

Name: _____

Circle one: President Secretary

Name of Faculty/Staff Advisor

Name: _____ Title: _____

Advisor signature: _____

**Please submit this form to the Student Life Coordinator
The proposed club president will be contacted for next step in the approval process.**

Student Life Office Only
Date Received: _____
SA Approved: _____



Student Organization Annual Renewal Form

To be completed by the Club/Organization President

Date: _____

Current Semester: _____

Organization Name: _____

Student President: _____

Student Secretary: _____

Faculty/Staff Advisor: _____

Total number of active members: _____

Our organization has read and understands the privileges and responsibilities as defined for student organizations in the current Aultman College Student Handbook and the Policies and Procedures for Student Organizations.

Title	Signature	Date
President	_____	_____
Secretary	_____	_____
Faculty/Staff Advisor(s)	_____	_____

Return completed form to the Student Life Office by the last day to add/drop classes