

New Club/Organization Checklist

VHCC has many clubs & organizations designed to enhance the collegiate experience through extracurricular activities. If students are not fully served by the clubs/organizations already active, they may apply to start a new club/organization. Below is a checklist to aid in this process.

Step One:

___ Develop a club/organizations name and purpose. What functions will this club/organization accomplish that the current clubs/organizations do not?

___ Secure a full-time VHCC employee that agrees to serve as a club advisor. If you are having trouble locating one Student Services may be able to help recruit an advisor.

___ Fill out the *Probationary Application for New Student Club/Organization* located on the Clubs & Organizations page of the VHCC website and turn it into Student Services for Probationary Approval.

Step Two:

___ If approved for Probationary Approval, hold an interest meeting to investigate whether there is sufficient interest to sustain a club/organization. Make sure you follow probationary approval guidelines described on the next page.

___ Collect names of other students that are also interested in your proposed new club/organization.

___ Develop a constitution, in consultation with your advisor, (including constitution of any outside organization affiliation) that will structure the operation of your club/organization. A sample framework is included on the following pages.

Step Three:

___ Once you are sure that there is enough interest to sustain the club/organization, submit the completed *Application for New Student Club/Organization* and constitution to Student Services. This application will be forwarded for consideration by the Student Affairs Committee.

___ Meet with the Student Affairs Committee to answer questions. The Student Affairs Committee will then discuss and decide approval amongst themselves. If approved, the Application will be forwarded to the Vice President of Instruction & Student Services and the President of the College for final signatures. The decision of approval/disapproval of the club/organization will be emailed to the student proposing the club as well as the club advisor after a decision has been made by the committee and approved by the Vice President and President.

___ Establish a club account with the VHCC Educational Foundation in the Institutional Advancement Office.

Probationary Approval

All new clubs/organizations must be approved by the Student Affairs Committee, the Vice President of Instruction and Student Services, and the President of Virginia Highlands Community College. Until this process is complete, clubs/organizations are considered probationary and **may not**:

- Use the college's name in association with their proposed club/organization off campus
- Begin fundraising

Probationary approved clubs/organizations may meet for up to three months to gather interest and decide if the club could sustain longer than the interest or enrollment of the student proposing the club before they must officially apply to become a club. During this time the group should be working closely with their advisor and Student Services. They must follow all guidelines set forth in this manual. Any inappropriate behavior during the Probationary Approval period of the group may impact the ultimate approval of the club.