



CLUB PROPOSAL PACKET 2011-2012

LAUNCHING OR RENEWING A CLUB ON CAMPUS?

Thinking of launching a club at Westmont? Renewing your club status from last year? In this packet you will find valuable information on the College's expectations, deadlines, and process to help you form or renew a club.

If you are seeking to create a new club, you are encouraged to meet with the Advisor to WCSA (Celia Howen, chowen@westmont.edu, x6160) to discuss the mission for your club, to review the requirements for clubs (pg. 3), and to clarify the role of your advisor. Celia is the Assistant Director of the Office of Life Planning and is filling in for Angela D'Amour, Director of Campus Life, while Angela is on maternity leave.

As you review these materials, please let me know if you have any questions or if I can assist you in submitting your application

Allyson Fredrickson
WCSA Clubs Administrator, 2011-2012

"Whatever you do, work at it with all your heart, as working for the Lord, not for men."
-Colossians 3:23

APPLICATION DEADLINES

- Groups seeking club status for fall semester (or the entire 2011-2012 academic year) must submit all materials (see page 2) by 8:30 pm, Friday, September 16.
 - Approved clubs will be announced via email by noon on Wednesday, September 26, and are expected to attend an information meeting that same evening at 8:30 pm in Winter 106.
 - Approved clubs are also expected to participate in the fall Community Picnic on Thursday, September 22, from 5-7pm as a way to advertise, build a membership list, and promote campus and community development.
- Groups seeking club status for spring semester must submit all materials (see page 2) by noon on Monday, January 16.
 - Approved clubs are expected to participate in the Spring Community Carnival on Tuesday, January 24, as a way to advertise, build a membership list, and promote campus and community development.



CLUB APPROVAL PROCESS 2011-2012

CLUBS ARE INTEGRAL PARTS OF THE WESTMONT COMMUNITY

As you consider forming a new club or renewing an existing one, consider thoughtfully your connection to the wider community of Westmont alumni, parents, faculty, staff, trustees, and friends. You are part of a broader community of those who have gone before you. Your club's actions and activities reflect on them as well as yourselves. Many of these members of the greater Westmont community nurture life-long commitments to the college and to its mission and traditions. This commitment goes beyond connection with the college in name only; it provides support with prayer; time; resources and presence. Your leadership, club goals and activities must affirm and support the college's mission, its expectations as represented in our community life statement and your connection to the Westmont community past, present and future. Clubs are not permitted to operate independent of this approval process.

APPLICATION MATERIALS

Students wishing to start or renew a club on campus must complete and submit the following by the application deadlines (see page 1):

- 1) Requirements for New and Returning Clubs (pages 3-4)
- 2) Club Application (pages 5-7)
- 3) Club Advisor Agreement (page 8)

Please bring the above application materials to the WCSA Office (attention Allyson Fredrickson) or via e-mail (clubs@westmont.edu).

APPROVAL PROCESS

Club applications are reviewed and approved at three levels: First by the WCSA council; next by the Director of Campus Life; and final approval comes from the Vice President for Student Life. If the application materials require clarification, a meeting will be arranged with the reviewing party and the club officers. If any of the three reviewing parties do not approve the club, it will not be permitted to function. The WCSA Clubs Administrator will notify all club officers of the outcome of the approval process.

Clubs that are approved must submit an active membership list of at least 10 currently registered Westmont students within one month of being approved. Requests for club funding, if any, can be submitted with the active membership list.



CLUB REQUIREMENTS 2011-2012

REQUIREMENTS FOR NEW AND RETURNING CLUBS

- A club's mission, purpose, and all of its activities must exist and function fully within the letter and the spirit of the Community Life Statement and in a manner that reflects and supports the mission of Westmont College.
- A club's mission, purpose, and activities must uphold the premise to "do no harm", must not present undue liability, must not injure the reputation of the college, and must not put a student at risk physically or emotionally.
- All clubs understand that, as representatives of Westmont College, the standards of the Community Life Statement apply to all activities, meetings, or excursions, whether on or off-campus.
- Clubs may not conduct any initiation ritual that could result in an allegation of hazing or harassment. The Student Handbook includes a complete definition of Hazing.
- A club must have at least 10 registered Westmont student members at all times during the school year.
- The advisor must be a current full-time faculty or staff advisor. Should the advisor need to leave this role, it is the responsibility of the club officers to submit a new Club Advisor Agreement prior to the next scheduled club event.
- A club must maintain a current list of officers, members, and advisor(s) including names, year in school, and Westmont email addresses. This list must be kept current as members join or leave the club during the school year. The WCSA Clubs Administrator should be notified with any changes within one week of the change.
- Membership in all clubs—except in the case of those registered as "Athletic/Recreational" or "Academic Competitive" and requiring a tryout—must be open and accessible to all current Westmont students regardless of race, color, national origin, gender, age or ability.
- All clubs are expected to participate in the fall Community Picnic and spring Community Carnival events as a way to advertise, build a membership list, and

promote campus and community development. Details about these events will be communicated to club officers by the WCSA Clubs Administrator.

- Clubs must meet a minimum of once a month with the meeting time(s) posted on the WCSA Clubs page.
- Club officers must meet a minimum of once a month with their club advisor to update him or her on upcoming club events, the club budget, and current club dynamics.

Possible sanctions for not complying with these requirements include the following: loss of club status; loss of event planning privileges; loss of privilege to reserve facilities; loss of funding; dissolution of the club; officers and/or members being subject to the college discipline process for violations of Community Life Statement.

We, the undersigned, agree on behalf of the proposed club and its members to uphold the above requirements.

Club Name _____

President (or Club Officer) _____ (print)

_____ (signature) Date: _____

Vice President (or Club Officer: _____ (print)

_____ (signature) Date: _____

Advisor: _____ (print)

_____ (signature) Date: _____



CLUB APPLICATION 2011-2012

Club Name: _____

Semester/year you are seeking recognition as a club: _____
(refer to deadlines, page 1)

New Club _____ **Returning Club** _____

Website (If Applicable): _____

A mission statement defines your club's purpose and primary objectives.

Club Mission Statement

Criteria for club membership (including such things as try-outs/auditions, expectations for attendance at meetings/activities, dues, and duties)

Please list the events and activities that your club hopes to plan this semester/year:

Club Meeting Schedule (please include time, date, location, and frequency of planned meetings, practices, gatherings, etc.):

Returning clubs only: Describe what you learned from any successes or challenges you experienced last year.

Returning clubs only: Based on your budget experience last year, please outline your budget request for the current year.

By signing below, I signify my consent to Westmont College and the Campus Life Office to share the provided information in response to public requests for information concerning my club.

President (or Club Officer)_____ (print)

_____ (signature) Date:_____

Vice President (or Club Officer): _____ (print)

_____ (signature) Date:_____



CLUB ADVISOR AGREEMENT 2011-2012

In order to be considered for official recognition, every student club must have a full time faculty or staff member as an advisor. The advisor is an integral part of every campus organization and should be carefully selected to be able to provide assistance and time to support the needs of the club that they are sponsoring. The advisor shares responsibility with the club officers for the club to WCSA and to Westmont College. The advisor's responsibilities are described below:

EXPECTATIONS

- Advisors are responsible to WCSA and Westmont College to uphold college and WCSA policies and procedures. This includes the Community Life Statement, club requirements and college fundraising.
- Advisors are responsible to serve as a resource to help in resolving problems and issues that the club may experience.
- Advisors are responsible to establish times when club members can consult with them.
- Advisors are expected to review club funding requests exceeding \$200 and to discuss budgets with club officers.

RECOMMENDED WAYS FOR ADVISOR TO SUPPORT WESTMONT CLUBS

- Advisors have the opportunity to mentor and support the club officers and members. It is strongly recommended that club advisors meet with club officers at a minimum of once a month.
- Advisors are excellent resources to assist the club in identifying goals and aiding in the clarification of member and officer responsibilities within the group.
- Advisors are very helpful in providing for a smooth transition of the club from one year to the next.

I have agreed to act as the advisor for _____ and will notify the club officers and the WCSA Club Administrator if, for any reason, I am unable to continue with my advising responsibilities.

Advisor: _____ (print)

_____ (signature) Date: _____

Thank you for considering serving as an advisor to a campus club. Please contact Allyson Fredrickson, the WCSA Clubs Administrator (clubs@westmont.edu) or Celia Howen (Celia Howen; chowen@westmont.edu) with any questions.