



## Starting a New Club at Citrus

Education does not end when you walk out of the classroom. Co-curricular activities teach you many things you would have never learned in a classroom. In a club, you learn to get along with others, organize, take responsibility and network. You explore topics and causes you are interested in and help others to embrace and learn about them too. Over the years, research has shown that students involved with co-curricular activities have a greater level of satisfaction with their college experience.

Citrus College's Office of Student Life and Leadership Development is here to help you. Before you start your own club or organization, you should check to make sure that there are no other clubs on campus which have the same basic focus of the club you wish to start. There are many benefits to joining an existing organization. It is often more effective to combine forces rather than duplicate efforts and/or services, thereby creating competition for resources – be they human or financial. Most organizations are eager for new members. They want talent, new ideas, enthusiasm and commitment. If there is a group of people currently meeting with basically the same interests as yours, it makes more sense to join them and become allies rather than forming your own group. If, however, you find no groups of interest to you, by all means, start your own club.

**Before you begin the new club organization process, there are several issues for you to consider in order to effectively organize your new club including:**

- Purpose
- Membership
- Structure

### Purpose:

- How are you going to organize your club?
- What are your proposed goals?
- What are you hoping to accomplish?
- How does your club fit in on campus?
- What role do you want to play?
- Who will be your advisor?
- Are there any established regional/state/national organizations you can affiliate with?
- Can you affiliate with an academic department?

### Membership:

- How do you identify potential members?
- How will you recruit members?
- What can your club offer students that they cannot find elsewhere?
- What makes your group interesting and fascinating?

### Structure:

- What level of structure will you include in your constitution?
- What officers will your club have?
- What will their defined roles be?
- How often will you meet? What time? Where?
- How will you communicate with other members when you are not meeting?

### There are many rights and responsibilities for official campus clubs at Citrus College:

**Right:** You have the right to use campus facilities for meetings, fundraisers, or activities.

**Responsibility:** You must reserve facilities in advance, adhere to specified meeting times and clean up the facilities or equipment when you are finished.

**Right:** You have a "mailbox" on the west end of the Campus Center in which you may receive on-campus mail or leave messages for club members.

**Responsibility:** You must keep the box clear of outdated material and not use it as a storage facility.

**Right:** You can apply for programming grants from the Inter-Club Council (ICC) to offset the costs of speakers, exhibits, or activities.

**Responsibility:** You must have at least one club member in attendance at ICC, which meets every Monday at 2:40 p.m. in the Campus Center, unless otherwise announced.

**Right:** You may set up information tables and participate in club recruitment activities.

**Responsibility:** Your club must adhere to Associated Students of Citrus College (ASCC) and ICC policies and regulations in order to maintain an active status.



# Steps to Club Organization and Approval

**1** Download the required forms from the Office of Student Life and Leadership Development website: [www.citruscollege.edu/clubs](http://www.citruscollege.edu/clubs)

**2** Find an advisor for your club. This must be a currently employed Citrus College faculty member (full-time or adjunct), willing to commit to your club and assume the responsibilities of advisor.

**3** Draft a constitution. Examples are available online, as well as a fill-in-the-blanks model.

**4** Get 10 Citrus College students to be in your club and sign the *Petition to Organize A New Club* form. These students must be currently attending Citrus College. Enrollment of all members is verified prior to receiving activation approval from the Inter-Club Council (ICC).

**5** Turn in your completed petition and constitution to the Office of Student Life and Leadership Development. These will be verified prior to the ICC meeting and you will be notified of completion or any problems.

**6** Attend the next ICC meeting where your club will be considered for activation. You will be asked to give a brief presentation about the purpose of your club. If no one is present to represent your club at the ICC meeting, your club will not be activated until someone attends.

**7** After club activation, you may begin meeting as an official Citrus College club. Continue to attend ICC meetings, held every Monday at 2:40 p.m. in the Campus Center.

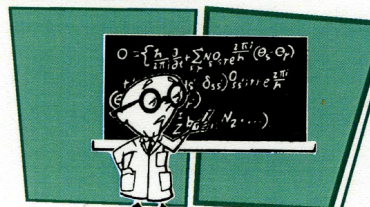
**8** Good Luck!!! Remember that if you have any questions or need any help, you are encouraged to contact the Office of Student Life and Leadership Development (626) 852-6444.

[www.citruscollege.edu/clubs](http://www.citruscollege.edu/clubs)

Start here



**STEP 1**  
Download new club forms from [www.citruscollege.edu/clubs](http://www.citruscollege.edu/clubs)



**STEP 2**  
Find an advisor for your club.

**STEP 3**  
Draft a Constitution.



**STEP 4**  
Get 10 Citrus College students to be in your club.



**STEP 5**  
Turn in your completed paperwork to the Office of Student Life.



**STEP 6**  
Attend the next ICC meeting where your club will be considered for activation.

**STEP 7**  
After club approval, you may begin meeting as an official Citrus College club.



**STEP 8**  
Good luck!!!

APPROVED