



CLUB 101

<input checked="" type="checkbox"/> Run regular meetings
<input checked="" type="checkbox"/> Have events accessible to ALL Fleming Students
<input checked="" type="checkbox"/> Frequently update club membership lists and keep attendance at meetings
<input checked="" type="checkbox"/> Keep track of finances and spend your budget money
<input checked="" type="checkbox"/> Use College catering services for on campus events
<input checked="" type="checkbox"/> Attend all mandatory executive training (if available)
<input checked="" type="checkbox"/> Reply to correspondences within 1-2 business days
<input checked="" type="checkbox"/> Run at least one event per semester
<input checked="" type="checkbox"/> Use the purchase request form for all club purchases
<input checked="" type="checkbox"/> Attend training sessions and make use of all resources available
<input checked="" type="checkbox"/> Ask the PEC any questions you may have

SIMPLE REMINDERS FOR CLUB SUCCESS!

STARTING A CLUB CHECKLIST

Use this checklist to help guide you through the application process:

- Read and understand the Clubs Policy, and sign the Clubs Policy Contract
 - If you have any questions, ask the Programming & Engagement Coordinator (PEC)
- Fill in the Club Application Template provided
 - Make sure to think about your club’s vision, mission and values.
 - Think about how often you want to conduct meetings; is it weekly, or monthly?
 - Will you collect member fees? If so, they must be given to Fleming SAC to deposit into your club account. The fees **must not** be mandatory.
 - Think of how you want to engage the student population. What events do you want to host?
- Gather your membership list (minimum of 5 eligible members)
 - If you are having trouble getting members you can talk to the PEC to help promote your club such as, book a table in the foyer, put up posters, social media posts, etc.
- Make sure the club application is completed, signed, and submit to the PEC.

APPLICATION PROCESS

Once you submit your completed Clubs application, it will be presented at a regularly scheduled Fleming SAC board meeting. If the Club is approved, then the PEC will contact the club to schedule meeting for training of the Club Executive. If the club application is rejected, the club will be notified with changes to make, or an explanation as to why it was rejected. Refer to the Section 1 of the Clubs Policy for more information on the application process.

FUNDING

Clubs have the privilege of accessing funding to help support their initiatives on campus. The following information describes the funding process. Refer to the Clubs Policy Section 3 for more information.

CLUB START UP FUNDING

All clubs are provided initial funding of two hundred and fifty dollars (\$250.00) per academic year. Additional funding to a maximum of two hundred and fifty dollars (\$250.00) may be obtained at a rate of ten dollars (\$10.00) per active club member in subsequent semesters during the same academic year. Continuing clubs with an account balance of more than \$250.00 will not be provided the initial club budget of two hundred and fifty dollars (\$250.00) but are still eligible for funding in subsequent semesters. Refer to the Clubs Policy Section 3 for more information on funding and its limitations.

REIMBURSEMENT

The club funding operates on a reimbursement basis. All club purchases must be approved by the Club Executive and the PEC. The Purchase Request Form (Appendix #3) must be submitted to the PEC before the purchase is made. Reimbursement will only be given for preapproved purchases. **Purchases that are made without approval will not be reimbursed by the SAC.**

MEMBERSHIP

A club may be comprised of students representing a special interest within the college community. Sanctioned clubs must have a membership that is **open to every student at Fleming College**, regardless of age, race, sex, religion, ability, political beliefs, sexual orientation or any other non-merit reason. This applies to club events as well. This should be stated in the club's application. Refer to the Clubs Policy Section 2 for more information regarding membership eligibility and requirements.

BOOKING SPACE ON CAMPUS

SAC Clubs have the privilege of booking space on campus at no cost. To book a space, email the PEC the following details at least two weeks before the booking (excluding large events):

- 1) What type of space? – Main Foyer, Class Room, Steele Centre, SAC Boardroom, etc.
- 2) Do you need tables and chairs? If so how many of each?
- 3) How often do you need the room? – Weekly, Bi Weekly, Monthly, etc.
- 4) What is the room being used for? – Club Meeting, Guest Speaker, Educational Event, etc.

Note: If you request a specific room, there are no guarantees as availability depends on class schedules, other events, etc.

For large events, the space must be booked using the Events Plan Template (Clubs Policy Appendix #7) and must be submitted four weeks before the event.

Make sure to discuss your event with the PEC before you start planning.

CO-CURRICULAR RECORD

The Co-Curricular Record (CCR) is a great item to partner with your resume. It is a list of all the extra things you did at college. From sports teams, to being on the Club Executive, the CCR tracks these items for you to submit with your resume or show in interviews. It is important to promote all your hard work to your future employer!

HOW TO USE THE CCR

- Step 1: Log into the Fleming myCampus
- Step 2: Click the Co-Curricular Record tab on the side on the page
- Step 3: Search for Club Executive
- Step 4: Click on Club Executive
- Step 5: Scroll down to the bottom of the page and click 'Submit for Approval'

That's it! Then the position is approved by SAC, and it appears on your CCR!