Starting a New Club

clubs@madisoncollege.edu
To form a club the following steps must be taken:

1. **First, complete the Intent to Register Form** (on the link under forms) The Student Life LINK page. This form will be kept on file while the club is attempting to form. If anyone inquires about a club similar to the one you are forming we will be able to communicate that to the interested person so that they can easily contact you and join.

2. **Secure an advisor and complete the advising agreement.** You should use the Advisor Tips and Guidelines to assist you with finding an advisor and with filling out the Advising Agreement.

3. **Recruit members.** In order to be a formal club you must have at least 10 student members taking at least one credit class. (Review the Madison College Posting Procedures included in this packet before posting items on campus announcing your plans to start a club.) New clubs have 60 days from the date that the intent to register form is submitted to recruit members and submit registration paperwork.

4. **Select officers** and begin holding executive and general meetings. Your club will need at least a president/chairperson and a club treasurer.

5. **Submit the Club Registration Form, and membership list** (on the link under forms) The Student Life LINK page. As well as the **Club Signature Form** (on the link under documents) this form will need to be printed and filled out.

   *Once all of the above steps are completed your club will be uploaded on to the LINK.*
Advisor Tips and Guidelines

(This section is courtesy of the Indiana University-Southeast’s Student Club Handbook)

Madison College Requirements:

Current College regulations require that each student group have a faculty or staff advisor. What are they for? What can they do? How can you best utilize your advisor?

An advisor has three basic functions:

- An advisor is a consultant to help with the group’s growth and development
- An advisor adds to the continuity or your group
- An advisor helps in the area of program content and purpose

The advisor may be a director or an overseer, but the best approach lies somewhere in between. Choose your advisor well. If your constitution calls for your academic department to appoint one, make certain your input is considered. Discuss with your group and with your advisor what you want the advisor's role to be. Take into consideration that the advisor has to maintain a liaison role between the group and the College. Your advisor is a consultant and should be a stabilizing force should you need help.

Choosing an Advisor

It is important for a group to find a good advisor, someone who will be willing to assist the student leaders and be accessible for consultation if needed. All registered groups are expected to have at least one IUS faculty or administrative staff member serve as an advisor. Student groups are encouraged to talk with faculty or staff members that they know and ask them to advise their group.

If a faculty or staff member is being approached to be an advisor, make sure a discussion is held on the advisor’s expectations. The role of the advisor will vary somewhat from group to group depending upon the expectations each has for one another. It is crucial during the initial stages of the relationship that the groups’ members and advisors discuss, negotiate, and clarify the advisory role.
THE ADVISING AGREEMENT

RETURN THE COMPLETED FORM TO THE CLUB COORDINATOR, THE STUDENT LIFE OFFICE

The members of ________________________________ request that
(print group’s name)
______________________________ serve as the advisor of the group for the
(print advisor’s name)
____-____ academic year.

Our mutually agreed expectations of
The advisor is:

The student officers are:

The group is:

As the representative of the named group, we have met with the advisor and have discussed the
duties and responsibilities of being the leaders in this group. We agree to fulfill these duties to
the best of our ability.

Signed: __________________________________________ Date:___________________
(President or representative of student group)

I have met with the group named above and have discussed the duties and responsibilities of the
advisor. I agree to fulfill these duties to the best of my ability.

Signed: __________________________________________ Date:___________________
(Advisor of student group)
Advisor Campus Address and Phone Number___________________________________
THE INTENT TO REGISTER FORM

RETURN THE COMPLETED FORM IMMEDIATELY

THE STUDENT LIFE OFFICE

Date returned_________

Name of Group:

Abbreviation if applicable:

Description or Purpose of Group (for publication purposes):

________________________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________________________

What students will be recruited for membership? ________________________________

What kinds of programs and services will the new club offer its constituents?

________________________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________________________

Please complete the following (Print or type)

Contact person’s name: ___________________________ Student ID# __________________________

E-Mail: __________________________ Phone # __________________________

Address: __________________________________________________________________________

My signature indicates that I give the Student Life Office permission to verify my academic standing.

Contact Signature_________________________________