

Calhoun Community College Club Sponsor Checklist

**Sponsor must attend all club meetings*

**Sponsor is responsible for letting webmaster know if club is active or inactive each semester
(jacob.greene@calhoun.edu)*

- ___ Student Activity Request form must be submitted for all **ON-CAMPUS** events (form located on website under Student Activities and Clubs)
- ___ A Public Relations Request (located on Calhoun's Personnel page) must be submitted for all fliers, plasma screens, campus calendar, and Bulletin requests
- ___ All building rooms/spaces must be reserved with departmental secretaries
- ___ Field Trip Request/Waiver of Liability forms must be submitted to the Vice President's office for any **OFF-CAMPUS** activity
- ___ Sign-in sheets are required for all student activity/club events
- ___ Club/Organization accounts must be set up through the Calhoun Foundation
- ___ Maintenance Requests must be submitted for all set-ups (i.e., tables/chairs/etc.)
- ___ Each club must select one member to serve as a Club Representative that will attend SGA meetings and serve as a liaison to SGA (see SGA meeting dates below)

SGA Meeting Dates:

Huntsville SGA meetings, first and third Wednesdays at 2:00 pm, Sparkman Bldg, Room 251

Decatur SGA meetings, first and third Thursdays at 2:00 pm, Hawk's Lounge, MSA Room 120

Procedures to Charter a New Club:

- ___ From the Calhoun website, click on Menu, Calhoun Life, Student Activities and Clubs, Student Clubs and Organizations, New Club Petition. Submit form.

**Sponsor must be a full-time faculty or staff employee*

- ___ SGA votes to approve club
- ___ Once approved, the club sponsor submits informational paragraph with sponsor contact information to Jacob Greene, Calhoun webmaster (Jacob.greene@calhoun.edu)

Contact Kelly Hovater for any questions at 256-306-2640