Calhoun Community College Campus Club Handbook

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Introduction

Starting a new organization at Calhoun Community College is not as complicated as it sounds. There are over 15 student organizations registered with the Office of Student Engagement. These organizations also provide students with interests and social needs and enhance students academically. These organizations also provide students with leadership experience. If you do not find a group that meets your needs, why not consider forming your student organization?

The following should be in place when seeking to begin a new organization:

- Be composed of students enrolled at Calhoun
- Be related to students like on campus
- Be controlled and directed by students
- Have at least three (3) students to serve as student leaders for the organization
- Enlist the support of faculty or staff member to be a Sponsor who is employed on a full-time basis with the College's non-discrimination policies
- Abide by the College's discriminatory policies
- Participation in community service activities
- Abide by all regulations specified in the Student Organization Handbook

NOTE: to run for or hold any elected office in a student organization, a student must:

- Have a record of good citizenship
- Have a minimum cumulative grade point average (GPA) of 2.50

Once these requirements have been met, please fill out a registration form. The forms are available on the Hawk's Nest Portal. The form must be completed every year since officers usually change, and sometimes Sponsors take up other responsibilities.

A constitution that outlines your organization's name, purpose, and governance/operating procedures needs to accompany the registration form.

The Office of Student Engagement will review your registration form and then I will notify you of the decision regarding your proposed organization. Any time a student leader or Sponsor changes, please notify the Office of Student Engagement as soon as possible.

In an effort to assist you and your organization, a handbook has been developed by the Office of Student Engagement to provide you with resources to operate your organization more effectively. If you follow the procedures and the guidelines contained here, I trust it will save you time and provide a year filled with wonderful memories. Any questions, comments, or suggestions are welcome as we continue to develop this handbook to serve you and your organization better.

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Student Engagement Coordinator

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Organizational Privileges

Organizations are entitled to:

1. Be recognized as an official organization of the College: This means that the organization has been officially approved and acknowledged by the College as a legitimate student group.
2. Request use of the College facilities and services: Recognized organizations may have the privilege to request the use of college facilities, such as meeting rooms, event spaces, or other amenities.
3. Resources available in the Office of Student Engagement: The Office of Student Engagement may offer various resources, support, and guidance to recognized organizations to help them thrive and achieve their goals.
4. Be eligible for funds from the business office: Recognized organizations might have the opportunity to apply for funding from the College's business office to support their activities and initiatives.
5. Use the Sponsor's knowledge to aid in student organization planning: Organizations may receive guidance and advice from their college sponsors or mentors to assist in planning and executing their events and projects effectively.
6. Be included on the list of student organizations: Recognized organizations are usually listed officially on the College's list of student groups, making them visible to other students and the campus community.
7. Request permission to conduct fundraising activities on campus: Recognized organizations may have the option to seek permission from the College to organize fundraising events or activities on campus to support their initiatives.
8. Request to sponsor programs and activities: Recognized organizations might have the opportunity to sponsor or co-sponsor various programs and activities in collaboration with the college or other student groups.

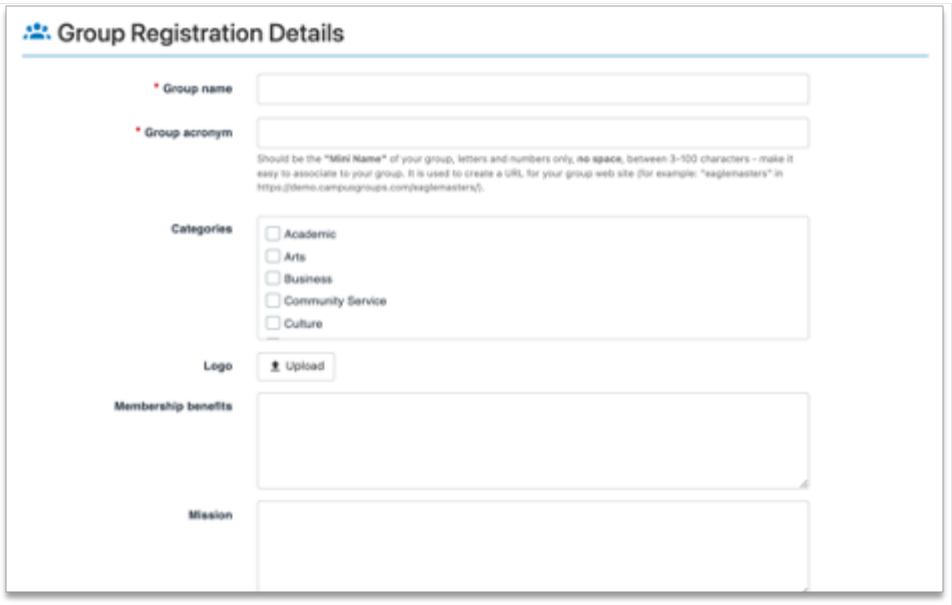
Membership Eligibility

Membership must be open to all students who meet the requirements for membership set forth in the constitution of the organization. Student organizations, in keeping with the College's commitment to nondiscrimination, may not exclude potential members on the basis of race, sex, color, religion, ancestry, national origin, age, disability, or veteran status.

Organizations that choose their membership based on restrictive clauses dealing with race, religion, national origin, or those that would deny access to persons with disabilities are considered to conflict with College policy and are not permitted to function as a student organization at Calhoun Community College. Membership is open only to students currently enrolled at Calhoun Community College.

Registering a New Group

- Log on the Hawk's Nest Portal by CampusGroups
- Select the ***Groups*** icon in the top navigation bar and then select ***All Groups***
- Click on ***Register New Student Organizations***
- Populate the ***Group Registration Details*** with the group's information



- Populate the ***Registration Form*** and submit
- The registration will then be reviewed by the platform's Administrators before being activated.

Campus Clubs Sponsors

Why Student Organizations Need a Sponsor:

You might wonder why a student organization would want a faculty or staff Sponsor. After all, you were elected because you are a competent and capable leader, right? Right? But….

Do you sometimes have trouble with administrative red tape?

Do you sometimes wish your organization had more support from related academic or service departments?

Could your organization benefit from some "connections" with College policymakers?

Even though you are doing a super job now, will your organization have to start again from scratch next year?

A faculty or staff Sponsor could help alleviate these and other problems WITHOUT TAKING OVER your organization's leadership.

Role of the Sponsor:

- Serve as a sounding board for new ideas.
- Support the student organization.
- Intervene in conflicts if necessary.
- Be knowledgeable about college policies that may impact the organization.
- Interact with college departments on behalf of the organization.
- Provide an outside perspective.
- Help deal with organizational crises.
- Give honest feedback to group members.

Benefits for Sponsors:

- Opportunity to work with students outside of the classroom or office.
- Satisfaction from making a special contribution to a group.
- Observing student development.
- Informally sharing knowledge and expertise.
- Receiving a copy of the Student Organizational Handbook.

Responsibilities of Group Members to the Sponsor:

- Discuss expectations of the Sponsor's role from the beginning.
- Keep the Sponsor informed about all meetings and send the meeting minutes.
- Meet regularly with the Sponsor to discuss organizational matters.
- Consult the Sponsor before significantly changing the organization's structure, policies, or major projects.
- Understand that the Sponsor has speaking privileges but no vote.
- Recognize that the ultimate responsibility for the group's success or failure lies with the group, not the Sponsor.
- Periodically evaluate the Sponsor and provide feedback.

How to Find a Sponsor:

- Poll group members for names of helpful and interested professors or staff members.
- Develop a concise statement of the organization's purpose, activities, and goals.
- Prepare clear expectations and benefits for the Sponsor.
- Approach potential Sponsors confidently and positively.

- Look for a Sponsor who shares a common interest with the organization.
- Sponsors are volunteers and are not required to advise student organizations.

Sponsor Selection Procedures:

- Faculty Sponsors are chosen from the teaching faculty, and their involvement should not interfere with their academic workload.
- Salaried Staff Sponsors, excluding the President and Vice Presidents, should be approved by their supervisors.
- Hourly Staff Sponsors need approval from their supervisors and should have advising responsibilities included in their job description and be compensated for their time.

Once your Sponsor begins to serve, keep them well informed, clarify expectations and roles when needed, and draw on their expertise. Remember that, like you, your Sponsor has multiple demands placed on their time. Be sensitive to this fact. Occasional thank-you' s and acknowledge are a good idea—if you have organizational T-shirts, for example, make sure your staff Sponsor has one too! Enjoy what can be an extremely rewarding and mutually beneficial relationship.

Once you have chosen a Sponsor, they should do the following things:

- Inform themselves of the policies and practices of the College as they relate to the Student Organization and the objectives of the Student Organization
- Be responsible for the type of entertainment and programming planned by the organization's officers
- a Sponsor to the organization regarding:
    - Planning social events
    - Securing of club Speakers
    - Officers and club meetings
- Assist with community service opportunities
- Be present at social functions and all other activities of the organization

It's important for student organizations to establish a strong and mutually beneficial relationship with their sponsors, respecting their time and expertise while working collaboratively to achieve the organization's goals.

Fundraising Guidelines

General Policy

Fundraising and sales activities are restricted to College-sponsored groups and must align with College purposes. Student organizations intending to fundraise must receive approval from the Foundation Office, which includes the solicitation of gifts or in-kind donations involving the College. This policy applies to all campus areas, including recreation spaces, lawns, and buildings. Private individuals are prohibited from hosting flea markets or similar sales on College property. The Foundation Office is responsible for acknowledging and receipting all gifts, whether solicited or unsolicited.

Major Fundraiser Procedures

1. Submit a formal fundraising proposal to the Student Engagement Office.
2. The Student Engagement Coordinator will collaborate with the Foundation Office, which will review the proposal and provide guidance to ensure compliance with regulations.
3. The approval or denial of the request will be communicated in writing to the designated contact person.
4. Fundraising projects or campaigns must receive official approval before any announcements or solicitations are made.
5. Plan ahead and submit proposals as early as possible.

Minor Fundraiser Procedures

(Includes bake sales, candy or flower sales, etc.)

1. Submit a fundraising proposal using the forms available on the Hawk's Nest Portal under the Student Engagement page.
2. Indicate on the form how products for sale will be procured. If requesting donations from businesses, additional steps must be followed—consult the Foundation Office for details.
3. The Student Engagement Coordinator will review the proposal and provide guidance for necessary modifications.
4. The approval or denial of the request will be communicated in writing.
5. Approval must be received before any fundraising activities commence. Only organizations with current approval status may request fundraising permission.

Creative Fundraising Ideas

Dog Wash Host a dog wash to raise money for the local Humane Society. Charge by the pound for each dog. Weigh the dogs, then wash them with soap, water, and a garden hose, and dry them with old rags and blow dryers. Hold the event in the campus parking lot on a weekend. A newspaper might publicize the event since the proceeds go to a good cause. You'll need soap, water, a scale, a garden hose, blow dryers, old brushes, and an energetic crew.

Party Clowns If some group members enjoy clowning around, offer entertainment at children's birthday parties as clowns. Volunteers can dress up using old clothes, wigs, hats, and clown makeup (available at magic shops or drugstores). Have the clowns perform magic tricks or puppetry, and print flyers with details about your fees and services. A typical party could involve two hours of entertainment, including supervision, present opening assistance, and face painting.

Cookie Walk Bake a variety of cookies and sell “cookie boxes” to raise funds. During the event, those who purchase a box can walk around tables filled with cookies, selecting their own assortment. Sell cookie boxes in advance to increase awareness and estimate how many cookies need to be baked. Be sure to include a description of a Cookie Walk in your promotional materials since it's different from a regular bake sale.

Steps to Committee Success

When leading a club, consider the following guidelines for effective management:

- **Purpose:** Ensure the club has a clear purpose for each meeting, and make sure all members, including the sponsor, understand it.
- **Member Selection:** Select club members thoughtfully, aiming for diversity in age, gender, ethnicity, skills, and potential to represent the group's needs effectively.
- **Expectations & Responsibilities:** Clearly inform members of their roles, duties, and responsibilities. A well-functioning team is built when everyone understands their contribution to the club's success.
- **Regular Meetings:** Establish a consistent meeting time, allowing members to incorporate it into their regular schedules.
- **Punctuality:** Start meetings on time. This shows respect for punctual members and encourages latecomers to adjust.
- **Communication:** Notify members of special meetings in advance. Effective communication ensures everyone feels included and valued.
- **Meeting Agenda:** Plan an agenda for each meeting. The president should prepare in advance, with enough flexibility to accommodate last-minute discussions.
- **Delegation:** Assign specific tasks to members. This helps everyone feel they are making a meaningful contribution to the club.
- **Ongoing Engagement:** Stay in touch with members between meetings, offering encouragement and support.
- **Feedback:** Provide regular praise or constructive criticism to members. Feedback is essential for growth and improvement.

Community Service Component

The College encourages student organizations to engage in ongoing community service throughout the school year. Community service, or service-learning, integrates meaningful community service with student learning, benefiting both students and the greater Huntsville community. Collaboration with other student organizations is highly encouraged.

According to the National & Community Service Trust Act of 1993, service learning is:

- A method where students learn and grow through active participation in organized service that addresses community needs.
- Coordinated with the institution of higher education and the community.
- Designed to foster civic responsibility.
- Structured to provide students with time to reflect on their service experiences.

Examples of service-learning projects that benefit the greater Huntsville community:

- Teaching younger children to read.
- Preparing and delivering food for the homeless.
- Developing urban community gardens.
- Assisting the elderly with yard or house maintenance.
- Starting a recycling program.
- Maintaining the Biology Trail.
- Visiting and organizing programs at nursing homes.

Why is Community Service Important?

Research from learning and service programs shows that effective service-learning can:

- Improve academic grades.
- Increase school attendance.
- Foster personal and social responsibility.

Whether aimed at academic improvement, personal growth, or both, students involved in community service learn valuable skills such as:

- Critical thinking
- Communication
- Teamwork
- Civic responsibility
- Mathematical reasoning
- Problem-solving
- Public speaking
- Vocational skills

- Computer skills
- Scientific method
- Research and analysis

Miscellaneous Policies

Below is a summary of various policies and procedures that may apply to your organization and events. The College reserves the right to update and revise these policies at any time.

Audio-Visual Equipment Requests
Requests for audio-visual equipment can be made through the Information Technologies Department's form on the College website.

Bake/Confectionery Food Sales for Fundraising
College-affiliated groups may fundraise through bake/confectionery sales, subject to approval from the Student Engagement Coordinator. Bake/confectionery items are those that do not require refrigeration (e.g., cookies, brownies, popcorn balls, cakes with non-perishable icing, muffins, bread, pretzels, donuts, candy, or fudge).

- All items should be individually wrapped and handled with care to avoid contamination.
- No food license is required for registered student organizations to sell these items.
- Funds raised should be deposited into the organization's account at the College Cashiers Office or Foundation Office.
- Aggressive sales tactics, such as badgering passersby, are not permitted.

Bulletin Boards for Announcements/Notices/Posters
Announcements, notices, or posters should only be posted in designated locations on campus. Do not post on windows, painted surfaces, department bulletin boards, doors, or other surfaces outside designated areas.

- Individuals are responsible for removing posters after the event.
- After approval from the Office of Student Engagement, contact the appropriate individuals for posting guidelines:
    - **Student Center:** Student Activities
    - **Other Buildings:** Department Secretary

Equipment Rental
Local rental companies include:

- All Needz Rental: 256-837-5322
- Mullins: 256-534-5701
- Summer Fun Party Rentals: 256-837-9598

Event Planning
All events, both on and off-campus, must comply with the Calhoun Student Handbook and Academic Planner guidelines.

- Proper sponsorship is required for all student organization events, and a sponsor must be present.

- Organizations are responsible for covering the sponsor's transportation, admission, or other expenses.
- Students are encouraged to participate in all planned activities, remain within designated event limits, and stay with the group until the event concludes.

Film and Video Copyrights
Showing films or videos on campus without permission from the copyright holder is considered infringement of U.S. copyright laws. A copyright license is required for public performances of films and videos.

- "Home-use" versions of films, such as those from video stores, are not cleared for public performance at colleges.
- Questions about copyright obligations should be directed to the Student Engagement Coordinator.

Hazing and Other Irregular Activities
Hazing is strictly prohibited. Any student involved in hazing or acts intended to degrade, embarrass, or injure others will be subject to disciplinary action, including dismissal.

High-Risk Activities
High-risk activities (e.g., car rallies, white water rafting, rock climbing) require careful planning to reduce injury or legal risks.

- Submit a written outline at least two weeks before the event, including:
    - Organization name and contact details
    - Event date, time, location, and sponsor information
    - Potential hazards
    - Steps to minimize risk
- Each participant must sign a Liability Waiver Form, available on the Student Clubs & Organizations page, at least 72 hours before the event.

Receiving Gifts
Student organizations may receive gifts from individuals or businesses. If the donor intends to claim a tax deduction, they must provide a letter with the gift's value.

- The gift becomes College property and cannot be disposed of without prior written consent from the Foundation Office and Office of Student Services.
- The student organization should also acknowledge the donor's generosity.

Termination of Registration
A student organization's registration may be terminated for:

1. A written request from officers
2. A constitutional provision for dissolution
3. Inactivity for an entire academic year
4. Failure to file a registration form
5. Violations of College policies

Termination may be temporary (suspension) or indefinite (expulsion).

Transportation Services
To reserve vehicles, contact the Facilities & Maintenance Department.

Use of College Identity

Use of College Logo
The Calhoun Community College icon and word mark were specifically designed as the official logo and should not be replaced by any other typeface or image. The logo must not be altered, re-proportioned, rearranged, embellished, or modified in any way. It is registered with the U.S. Patent and Trademark Office.
For any questions regarding the use of the logo, please contact the Public Relations Office.

Step-by-Step Guide for Planning Successful Events

Planning events for college student clubs and organizations can be both enjoyable and rewarding. Follow this process to help ensure a successful event:

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1. Determine the Purpose and Goals

- Identify the purpose: Is it for fundraising, networking, education, or socializing?
- Define specific goals: What do you want to achieve through this event?

2. Form an Event Planning Committee

- Recruit a team of enthusiastic members.
- Assign roles such as logistics, marketing, finance, etc.

3. Set a Budget

- Determine the available funds.
- Create a budget covering all necessary expenses like catering, decorations, and marketing.
- Allocate funds based on priority.

Note: If using a caterer or restaurant, fill out the meal request form from the Business Office and obtain all necessary signatures.

4. Choose a Date, Time, and Venue

- Consider the target audience's availability.
- Book a suitable venue that fits the expected number of attendees.
- Finalize a date and time, avoiding conflicts with major college events or holidays.

5. Plan the Event Program

- Decide on the event format (e.g., presentations, workshops, performances).
- Develop a schedule or agenda outlining the sequence and duration of activities.
- Include breaks and networking opportunities.

6. Arrange Logistics

- Determine the necessary equipment and resources (e.g., AV equipment, seating).
- Coordinate with venue staff for setup and cleanup.

7. Market the Event

- Create a marketing strategy using social media, flyers, emails, and notice boards.
- Design visually appealing promotional materials.

8. Manage Registrations and Tickets (if applicable)

- Set up a registration system.
- If necessary, establish a ticketing system.

9. Arrange for Speakers, Performers, or Presenters

- Identify and invite speakers or performers.
- Provide them with instructions and confirm logistics.

10. Coordinate Refreshments and Catering

- Decide whether to offer food and beverages.
- Arrange catering and consider dietary restrictions.

11. Prepare Event Materials and Signage

- Create handouts, presentations, and signage well in advance.

12. Conduct a Run-Through and Rehearsal

- Gather the event planning team and key participants for a run-through to resolve any issues.

13. Execute the Event

- Arrive early to oversee setup.
- Assign roles to committee members and volunteers.
- Manage registration and guide attendees through the event.

14. Follow-Up and Evaluation

- Send thank-you notes to participants and volunteers.
- Conduct an evaluation of the event to gather feedback.

Other Tips and Policies

Policies

- **Participation**: Only Calhoun Community College students with valid ID may participate.
- **Alcohol and Drug Policy**: All events must comply with the College's alcohol and drug policies.
- **Sponsor Requirement**: A full-time faculty or staff member must be present for the event. Substitutes must also be College employees.
- **Event Disruptions**: Actions that interrupt or threaten safety may result in termination.
- **Event Termination**: The sponsor, facility manager, Student Services staff, or student leaders may collectively decide to cancel an event if necessary.
- **Policy Violations**: Violating policies may result in losing event privileges for the semester.
- **Event Planning Assistance**: Schedule an appointment with the Student Engagement Coordinator for support.
- **Collaboration with Sponsor**: Work with your sponsor to ensure proper event execution.
- **Event Request Form**: Complete the form on the Hawk's Nest Portal.

- **Event Planning Checklist**: Use the checklist in the handbook for detailed planning.
- **Sponsor Absence**: If the sponsor is absent, the designated chaperone and student leaders will determine if the event can proceed.

Event Planning Checklist

Before the Event

Event Preparations

- **Check Calendar Conflicts**: Ensure there are no scheduling conflicts.
- **Contact Sponsor**: Confirm involvement and support.
- **Decide Theme**: Choose the event theme.
- **Reserve Campus Location**: Book room, building, or outdoor space.
- **Coordinate Building Access**: Arrange for department to open buildings.
- **Reserve Special Equipment**:
    - Audiovisual
    - Sound
    - Lights
    - Projectors, overheads, VCR/DVD equipment
- **Coordinate Physical Set-Up**:
    - Seating
    - Room arrangements (AC/Heat)
- **Arrange Security**: Contact security (x7371) if needed.
- **Comply with College Policies**: Ensure adherence to all policies and regulations.
- **Sales and External Speakers**: Arrange for sales and invite outside speakers.
- **Posting Notices**: Follow guidelines for posting event information.

Budget and Treasurer

- **Prepare Proposed Budget**: Draft a budget for the event.
- **Make Purchases**: Buy necessary items.
- **Review and Pay Invoices**: Handle all financial transactions.

Committee Assignments

- **Decorations**:
    - Design decorations
    - Buy materials

    - Construct decorations
- **Entertainment**:
    - Music must be screened (contact the Student Engagement Coordinator)
- **Program**:
    - Design and print programs
    - Prepare script
    - Arrange for Emcee
- **Publicity**:
    - Prepare bulletin board material or special displays
    - Design and print ads, posters, flyers, table tents, buttons, etc.
- **Refreshments**:
    - Arrange for food (contact food service if needed)
- **Resource People**:
    - Select and invite special guests via letters, phone, or personal meetings
    - Arrange for clean-up crew
    - Arrange transportation if needed

Three Days Before the Event

Recheck Arrangements

- **Facility**: Confirm the venue setup.
- **Technical Arrangements**: Ensure all technical aspects are in place.
- **Security**: Verify security arrangements.
- **Food**: Confirm food arrangements.
- **Transportation**: Check transportation logistics.
- **Advertisements**: Ensure all promotional materials are displayed.
- **Decorations**: Verify decoration plans.
- **Budget**: Review the budget.
- **Sponsor Attendance**: Confirm the sponsor’s attendance.

Organization and Preparation on the Day of the Event

- **Facility**: Ensure the facility is ready.
- **Technical**: Conduct necessary sound checks.
- **Security**: Contact regarding facility access.

- **Decorations**: Coordinate with the facility manager for setup.
- **Volunteers**: Distribute materials and provide directions.

After the Event

- **Clean-Up**: Tidy up the event location.
- **Return Equipment**: Return borrowed or rented equipment.
- **Take Down Publicity**: Remove old promotional materials.
- **Write "Thank You" Letters**: Send letters to sponsors, committee chairs, etc.
- **Evaluate the Program**: Review the event with the committee.
- **Review the Event**: Assess audience response and overall success.
- **Prepare a Report**: Compile a report for future use.
- **File Documentation**: Place a copy of the flyer, notes, income/expense report, and minutes in the folder.

Off-Campus Trips Guidelines

General Guidelines

- **Definition**: Off-campus trips refer to any overnight, weekend, or international trips.
- **Approval**: The organization's President and Sponsor(s) must submit a request to the Student Engagement Coordinator for approval before scheduling any off-campus trip.
- **Timing**: No trips should be scheduled during final exam week. Whenever possible, extended trips should be planned for weekends or academic breaks to minimize class or lab absences.
- **Sponsor Expenses**: The student organization is responsible for covering all expenses (travel, lodging, etc.) for their attending Sponsor(s).
- **Itinerary Submission**: A detailed trip itinerary, including a list of participating students and their emergency contact information, must be submitted to the Office of Student Engagement prior to departure. Lodging contact information must also be provided for emergency purposes.
- **Attendance Notification**: The Sponsor must notify the VP for Student Services immediately after the trip if any students on the list did not attend.

Budgeting for Off-Campus Trips

When submitting a request for an off-campus trip, include the following:

- **Total Cost of the Trip**
- **Proposed Income Sources**: Be specific (e.g., member payments, pledge letters, car washes, donations).
- **Proposed Expenses**:
    - Transportation/Driver Costs
    - Lodging
    - Meals
    - Other expenses (Sponsor expenses, etc.)

Sponsor Responsibilities for Off-Campus Trips

- **Trip Planning**: Sponsors must be involved in all stages of trip planning. The Sponsor's role is to guide the students, not to plan the trip for them.
- **Request Submission**: Sponsors must sign off on the off-campus trip request before it is submitted to the Office of Student Engagement.
- **Sponsor Expenses**: The student organization is responsible for covering the Sponsor’s travel, lodging, and related expenses.
- **Supervisor Notification**: If the trip request is approved, the Sponsor must notify their supervisor in writing prior to the trip.

- **Itinerary Submission**: A detailed trip itinerary, including student contact information and lodging details, must be submitted to the Office of Student Engagement before departure.
- **Decision-Making**: Sponsors should be consulted on decisions during the trip, especially if they involve changes to the itinerary. The Sponsor has the final say on any decision.
- **Departures from Itinerary**: Students must follow the planned itinerary unless cleared by the Sponsor. The Sponsor must know the students' whereabouts at all times.
- **Overnight Accommodation**: If a student stays overnight somewhere other than the designated accommodation (e.g., with friends or relatives), they must provide the Sponsor with the name and contact information of their location.
- **Behavior Standards**: Students on off-campus trips must adhere to the standards outlined in the Student Handbook, as they represent the College. Sponsors are responsible for assisting student leaders in upholding these standards.
- **Post-Trip Notification**: Sponsors must notify the Office of Student Engagement immediately after the trip if any listed students did not participate.

Student Organization Mission Statement and Objectives

Each student organization is required to have a mission/purpose statement and objectives that distinguish your student organization and activities from other organizations, school departments and programs. Student organizations must support Calhoun's mission of learning, engagement and the interests of the Calhoun student community.

As a student organization, your mission should be targeted primarily to students, represented by students, and should be achievable within the resources available to student organizations. The mission statement should be a clear and focused 2-3 sentence description of your purpose, scope and activities. Each organization must bring something new to campus and demonstrate a broadly recognized need that is not currently being met on campus; organizations with similar or overlapping missions will not be recognized, but instead will be encouraged to collaborate. In addition, your student organization must comply with all local, state and federal laws, and university policies.

Writing a Statement of Purpose (SOP) and Objectives for a college student club requires careful consideration and attention to detail. Here's a step-by-step process along with rules and policies to guide you:

1. **Gather Information**: Before you start writing, gather information about the club's purpose, goals, and objectives. Consider the mission of the club, its target audience, and the activities it plans to undertake.
2. **Identify Club Goals**: Determine the primary goals and objectives of the club. These could include academic, social, or community-oriented objectives. For example, if it's an academic club, the goal might be to enhance knowledge in a specific field. If it's a cultural club, the goal might be to promote diversity and understanding.
3. **Draft a Mission Statement**: Write a concise and clear mission statement that encapsulates the purpose of the club. The mission statement should reflect the values and objectives of the club.
4. **Outline Objectives**: List specific objectives that the club aims to achieve. These objectives should be measurable and attainable within a specified timeframe. For example, if the club's goal is to promote environmental awareness, objectives could include organizing tree-planting events or educational seminars on sustainability.
5. **Write the SOP**: Start by introducing the club and its purpose. Briefly describe the mission statement and objectives. Then, provide details about how the club plans to achieve its goals. Include information about activities, events, and initiatives that the club will undertake.
6. **Include Club Policies and Rules**:
    - **Membership Criteria**: Define who can become a member of the club. This could include enrollment status, GPA requirements, or other criteria.
    - **Code of Conduct**: Establish guidelines for member behavior. This could include expectations for attendance, participation, and respectful communication.
    - **Leadership Structure**: Outline the club's leadership structure, including officer positions and responsibilities. Specify how leaders are elected or appointed.
    - **Meeting Schedule**: Define when and how often the club will meet. Include details about the format of meetings and any requirements for attendance.
    - **Event Planning Guidelines**: Provide procedures for planning and executing events. This could include budgeting, booking venues, and obtaining necessary permissions.
    - **Financial Policies**: Clarify how the club's finances will be managed. This could include budgeting procedures, fundraising activities, and reimbursement policies.

- **Conflict Resolution**: Establish procedures for resolving conflicts or disputes within the club. Encourage open communication and mediation whenever possible.
- **Risk Management**: Address safety concerns and risk management procedures for club activities and events.
- **Amendment Process**: Outline how the SOP and club policies can be amended or updated.

7. **Review and Revise**: Once the SOP and objectives are drafted, review them carefully for clarity, coherence, and accuracy. Seek feedback from club members or advisors and make revisions as needed.
8. **Finalize and Distribute**: Once the SOP and objectives are finalized, distribute them to club members and relevant stakeholders. Ensure that all members are familiar with the document and understand their roles and responsibilities within the club.

SAMPLE MISSION AND OBJECTIVES

By following these steps and incorporating clear rules and policies, you can create a comprehensive Statement of Purpose and Objectives for your college student club.

Mental Health Student Alliance:

MISSION:

The mission of the Calhoun Community College Mental Health Student Alliance is two-fold:

(1) To create an academic forum for all students to engage with relevant and current issues in public mental health research, practice and policy;

(2) To promote a positive and inclusive environment for student mental health at Calhoun.

OBJECTIVES:

(1) To provide a space where Calhoun students with an interest in public mental health can come together to support each other, improve their research and practice, and develop professionally;

(2) To connect across schools and departments with Calhoun students, faculty, staff, and affiliates doing research and practice in the field of public mental health;

(3) To connect with other mental health-relevant organizations across Calhoun's schools and the wider area;

(4) To promote student mental health including developing a culture of self-care, peer support, and institutional resources.

Native American Student Association:

The Calhoun Native American Student Organization (CNASO)is a collaboration of Calhoun School of Public Health students who aim to support Native American (American Indian/Alaska Native/Native Hawaiian) students in their academic, professional, and personal development in the field of public health. CNASO also aims to create safe spaces for conversations around, and raise awareness of, Native American and Indigenous health issues within the wider Calhoun School community.

We hope to accomplish this goal through the following objectives:

1) To serve as a resource for prospective, current, and former Native American Calhoun students, as well as prospective, current, and former Calhoun students interested in Native American health issues

2) To create space for conversations around, and advocate for greater exposure to Native American health concerns across the Calhoun School of Public Health; and

3) To connect current Native American students, alumni, and current students and alumni interested in Native American health issues, to provide opportunities for mentorship and professional development for the benefit of both students, alumni and the communities with whom they work.