

## Launch (New) Club Application

Hello!

I am the Student Life Clubs and Organizations Manager! My primary responsibilities are related to communication and the management of clubs and organizations on campus.

On the behalf of Student Life and Office of Student Development, thank you very much for your idea on how to improve campus life! Based on recommendations from students like you, we are able to further develop organizations to address sustainable, student interests.

Each club and organization registered under Student Life has the benefits of being eligible for services such as funds, facility use, publicity, etc. In order for clubs and organizations to become established under Student Life, students must complete the following requirements in this Launch Application and submit it to me.

- Basic Information
- List of Interested Undergraduate Students
- Club Constitution
- Completed Sponsor Recommendation Form

Upon its submission, the Launch Application will be presented to the Office of Student Development. If the application is not approved, any thoughts, questions, or concerns will be shared with the proposed student leaders to complete suggested revisions.

However, if the application is approved, then it will be presented to the Club Approval Committee, comprised of the Student Life Team and Club Representatives. If the application is approved, then it will become an official Student Life organization.

Each club and organization utilizes the following structural guidelines below.

- Such are divided into the following categories:
  - **Student Interest Clubs:** Student Interest Clubs are focused on a topic not housed under an academic department at the University.
  - **Departmental Clubs:** Departmental Clubs are based out of an academic department at the University.
- Each category is further classified into the following: Launch Club or Benchmark Club.
  - **Launch:** Launch clubs or organizations are new groups.
  - **Benchmark:** Benchmark Clubs refer to clubs or organizations that have successfully existed under Launch status for 2 semester and approved.

Please let me know if you have any thoughts, questions, or concerns throughout this process!

**Drew Parrow**

Clubs and Organizations Manager

Contact: [slclubs@olivet.edu](mailto:slclubs@olivet.edu)

## Basic Information

Name of Proposed Club: \_\_\_\_\_

### Club President

\_\_\_\_\_  
President

\_\_\_\_\_  
E-mail

### Job Description

#### Weekly responsibilities

1. Remain in communication with the Office of Student Development, Clubs and Organizations Manager and Finance Manager, including the following:
  - Meeting deadlines
  - Following policy, structure, and procedure
2. Organize and plan meetings and events.
3. Facilitate the responsible use of services.

#### Monthly responsibilities

1. Have at **least** one club gathering each month.
2. Plan ahead with the Office of Student Development for events, t-shirts, travel, etc.
3. Contact club leadership, faculty sponsor, Clubs and Organizations Manager, Finance Manager, and the Office of Student Development.

#### Semester responsibilities

1. Attend Individual Leader Meetings as scheduled.
2. Complete and submit the required Portfolio Updates (2 per semester).

#### Annual responsibilities

1. Attend Club Training.
2. Recruit new club members.
3. Fulfill the club constitution mission and goals.
4. Mentor leaders for the future of the club.
5. Facilitate the election of new club officers.
6. Participate in one service project per year.
7. Complete and submit the required Annual Report.

## Treasurer

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Treasurer

E-mail

### Job Description

Because the treasurer is the second club leader trained, this individual will be considered the “second in command” in the Associated Student Council.

#### Weekly responsibilities

1. Remain in communication with the Office of Student Development, Clubs and Organizations Manager, and Finance Manager, including the following:
  - Meeting deadlines
  - Following policy, structure, and procedure
2. Facilitate the responsible use of finances.
3. Keep your own budget sheet in order to track spending and deposits.

#### Monthly responsibilities

1. Plan ahead with the Office of Student Development for financial activity.
2. Contact club leadership, faculty sponsor, Clubs and Organizations Manager, Finance Manager, and the Office of Student Development.

#### Semester responsibilities

1. Provide the current club balance for the required Portfolio Updates (2 per semester).

#### Annual responsibilities

1. Attend Club Training.
2. Recruit new club members.
3. Fulfill the club constitution mission and goals.
4. Mentor leaders for the future of the club.
5. Facilitate the election of new club officers.
6. Participate in one service project per year.

### Sponsor

A University faculty or staff sponsor is required for each organization in order to ensure accountability for each Student Life Organization.

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Sponsor

E-mail

# Club Constitution Outline

## Article I. Name

## Article II. System

- Section 1. Membership
- Section 2. Meetings
- Section 3. Requirements

## Article III. Mission and Goals

- A-E. List at least three long-term goals

## Article IV. Functions

- A-?. List specific areas of involvement on campus, the department, or in the community.

## Article V. Officers

### Section 1.

- A. List Officer Titles: at least a President and a Treasurer, who are both accountable to the Clubs and Organizations Manager.

### Section 2.

- A. List responsibilities of each officer

## Article VI. Elections

- A-?. Outline process of elections. They should occur annually in March.
- ?. President and Treasurer should note that in mid- late April a mandatory training session will be held.

## Please answer the following questions:

1. How do you plan to meet your goals and fulfill your mission? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. What are some club activities and/or events you are interested in hosting? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. How do you plan to get students involved and maintain involvement? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. What are some ways you would use Student Life services to support your club? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Launch Status: Sponsor Recommendation Form

I, \_\_\_\_\_, the sponsor of this organization, recommend that the proposed club, honor society, or organization, \_\_\_\_\_, be considered for 'Launch' status under Student Life. I believe the leaders are capable and have the skillset required for this task, and that this organization will thrive on campus.

If this organization is approved, I verify that I have read, understood, and will be their official sponsor as outlined in the Sponsor Packet. I understand that the Student Life has structure, policies, and procedures that must be understood and respected.

By signing this I agree that I have knowledge about this organization, I have read the Constitution of the organization, I have time to devote to it, I am willing to mentor and direct the leaders of this organization, and have received permission to pursue this position from my supervisor.

\_\_\_\_\_  
Sponsor's Name (Printed)

\_\_\_\_\_  
E-mail

\_\_\_\_\_  
Sponsor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean of School's Name (Printed)

\_\_\_\_\_  
E-mail

\_\_\_\_\_  
Dean of School's Signature

\_\_\_\_\_  
Date

## Interested Undergraduate Students

By signing this document, I am stating that I plan to seek membership with this organization pending approval.

1. \_\_\_\_\_

16. \_\_\_\_\_

2. \_\_\_\_\_

17. \_\_\_\_\_

3. \_\_\_\_\_

18. \_\_\_\_\_

4. \_\_\_\_\_

19. \_\_\_\_\_

5. \_\_\_\_\_

20. \_\_\_\_\_

6. \_\_\_\_\_

21. \_\_\_\_\_

7. \_\_\_\_\_

22. \_\_\_\_\_

8. \_\_\_\_\_

23. \_\_\_\_\_

9. \_\_\_\_\_

24. \_\_\_\_\_

10. \_\_\_\_\_

25. \_\_\_\_\_

11. \_\_\_\_\_

26. \_\_\_\_\_

12. \_\_\_\_\_

27. \_\_\_\_\_

13. \_\_\_\_\_

28. \_\_\_\_\_

14. \_\_\_\_\_

29. \_\_\_\_\_

15. \_\_\_\_\_

30. \_\_\_\_\_