



NIAGARA COLLEGE
STUDENT ADMINISTRATIVE
COUNCIL INC.

CLUB APPLICATION FORM



Niagara College **Student
Administrative Council**

student life defined

MEMBERSHIP REQUIREMENTS

Club Application

APPLICATION PROCESS

This package may seem heavy but the application process is quite simple.

Step 1. Complete the Niagara College Student Administrative Council package. This includes:

- Club Proposal
- Membership List
- Contact List
- Club Agreement

Step 2. Submit completed package into your SAC Office.

Step 3. The Niagara College Student Administrative Council will meet to approve, reject or request further information.

Step 4. Wait. You will get a response back within 1 – 2 week(s).

Step 5. Once approved you may begin running your club. Please take notice of all requirements presented in this package.

PLEASE NOTE: No Club Kit Applications will be accepted after March 1st.

TYPES OF CLUBS

Before you can complete this package you must first have an understanding of the different types of clubs.

There are four major types of clubs:

1. Social: A club whose goals focus on a common social goal; e.g. Gamers Club or Guitar Club.
2. Cultural: A club whose goals focus on cultural beliefs; e.g. Organic Eaters Club or Christian Club.
3. Academic: A club that is related to your program of study; e.g. Business, Technology
4. NOTE: Groups sharing a common interest can exist on each campus as long as each club has a different Executive. Executives must attend the campus on which the club is housed.

REQUIREMENTS

We try to make running a club as easy as possible. Even though we prefer not to have any requirements to run a club there has to be a few to ensure the success of all Niagara College Clubs.

Therefore there are only a few basic requirements that we expect, these are the bare minimum and we encourage you to go above and beyond these expectations:

- Fill out the **Club Proposal** section of this package in its entirety.
- Maintain a minimum of 8 general members and 2 executives for a total of ten members (see section "Membership")
- Allow ANY student to join your club!
- Conduct a minimum of 1 monthly meeting/gathering. Club reports must be submitted into the SAC Office monthly using the attached report form only. We encourage you to run an event anytime in the year. This essentially means running an event that is not limited to your own members. It may be as simple as running a fundraiser on campus for a charity event (for example SAC Cares).
- Post all meetings to encourage new members (see section "Meetings"). Notices for posting must be submitted to the SAC Office 2 weeks prior to the meeting date.

Beyond these requirements there are two more requirements that will only be required dependant on time and club type. These are:

- The President of the club must be available for a Club's meeting. The time, date and location of this meeting will be determined by the Director of Clubs and Volunteers who will notify Club Presidents by email with this information.
- Participation in a 'Club Fair' that would potentially take place at the beginning of the each semester.
- Failure to fulfill the "REQUIREMENTS" may disqualify your club.

TIPS – Always remember that if at any point you are unsure of have any concerns with the process of becoming, a club contact your Director of Clubs & Volunteers. They are there for you. Also remember, failure to comply with the application process may jeopardize any future funding.

REMEMBER: NO MONTHLY MEETING REPORTS = NO FUNDING! ! !

MEMBERSHIP REQUIREMENTS

Membership **must** be available to all current full and part-time students of Niagara College. No club has the right to exclude a person because of personal differences, with the exception that the person is not a Niagara College student. At the same time no club shall limit its membership on the basis of race, religion, ethnicity, age, gender, financial position/social status, sexual orientation or ability/disability or program of study.

There must be a minimum of eight (8) general members and two (2) executives for a total of ten (10) members plus a Faculty Advisor.

No clubs sanctioned by the Niagara College Student Administrative Council shall take part in any form of initiation of its members.

All clubs are required to operate in accordance with the Niagara College Student Administrative Council By-Laws, Policies, the Niagara College Policies and the College Code of Conduct which are available on-line at www.ncsac.ca

Club Executive members exist to be official representatives for the club with regards to interaction with the Niagara College Student Administrative Council and other clubs or associations.

There are three types of members for any club. They include the President, Vice President and general members.

All Executive members must be elected or appointed to their position. The process for such must be democratic and barrier-free.

The following are mandatory club Executive positions and recommended responsibilities. Additional Executive positions may be created for your club as deemed necessary.

***Members of the Niagara College Student Administrative Council Inc. cannot be Executive members of a club.**

President

Responsible for all aspects of the operation of the club.

Acts as the official club representative to the Niagara College Student Administrative Council.

Attends all Niagara College Student Administrative Council club committee meetings

Prepare monthly reports on the activities, agenda and budget to be submitted to the club's members and the Niagara College Student Administrative Council. (see "Report" sample)

Be a signing officer on all funding requests. (see "Niagara College Club Seed Fund" form)

Liaise with the Director of Clubs & Volunteers for any NCSAC (Niagara College Student Administrative Council) requirements.

Vice President

Assume the duties of the President in their absence, resignation or dismissal.

Attend all meetings.

Maintain an updated list of all members.

If there is not a Treasurer; maintain and monitor the club budget.

Be a signing officer on all funding requests. (see "Niagara College Club Seed Fund" form)

General Membership

Each member is a representative of the club and must act accordingly with the club's purpose and ideals and be accountable for their actions.

Attend all scheduled meetings.

Be proactive in the well-being of the club.

Faculty Advisor

Offer advice and guidance to the club and/or its members.

Shall use their resources and connections for the betterment of the club.

All cheques for Club Funding will be made out to the Faculty Advisor

TIP - Your Faculty Advisor will allow your club to have an easier time sustaining itself from year to year and allow for even more access to resources around the school.

Club Copy

MEMBERSHIP REQUIREMENTS

Membership Fees (optional)

All clubs have the option to collect a membership fee from each club member.

Membership fees must be justifiable and need to reflect what members can expect to get out of the club.

Please remember that some students have a significantly hard time with finances. If a student would like to join your club and seems sincere about not being able to afford the membership fee, ensure that they are still welcomed to the club like any other student.

TIP – It is advised that you request a small donation from each member to help give your club a head-start in terms of funding. Remember, a little goes a long way. Remember that funding (see below) is not guaranteed therefore membership fees are a great way of ensuring funding.

Funding

Each sanctioned club will be granted an allowance of a maximum \$300.00 per year based on the following structure:

- A maximum of \$150.00 will be allotted for the Fall semester and \$150.00 for the Winter term.
- Any unused portion of the Fall allotment will be carried forward to the Winter term.
- Clubs sanctioned in the Winter term will still be allotted a maximum of \$300.00.
- Funding begins on the date of sanctioning.
- No receipts dated prior to sanctioning will be considered for reimbursement.
- Clubs may be given a \$50.00 start up allowance, made payable to the Faculty Advisor. A “Niagara College Club Seed Fund” form must be completed and submitted to the SAC Office in order to collect the \$50.00 start up funds. Receipts totaling \$50.00 must be submitted following receipt of the start up funding cheque and before any further receipts will be reimbursed. NO further reimbursements will be made without the submission of a Monthly Club Report AND original receipts of purchase.
- **NO RECEIPTS WILL BE ACCEPTED FOR REIMBURSEMENT AFTER MARCH 31ST.**

This funding is **NOT GUARANTEED** and will be distributed on the basis of availability, justification of use, and the number of sanctioned clubs.

Inappropriate and/or unlawful behavior by club/members will result in the removal of sanctioning at SAC’s discretion.

Funding is approved for:

- Purchasing of items to be used by your club. Office supplies will be determined at SAC’s discretion.
- Items purchased to help run an event
- Items purchased to help run a fundraiser
- Food for your meetings

Funding will not be approved for:

- Events unrelated to the club’s purpose
- Events involving alcohol unless approval is granted by the Niagara College Student Administrative Council
- The promotion of a student’s personal gain
- Clubs with less than ten (10) members
- Failure to comply with all requirements as outlined in this application process

Funding comes in the form of a reimbursement cheque made payable to the Faculty Advisor upon receipt of a Monthly Club Report Form and original receipts.

Funding request must be made to the SAC Office Administrator **at your campus**.

There will be no exceptions.

TIP – Before you spend any money, you may want to check with your Director of Clubs & Volunteers to ensure your club qualifies for reimbursement.

Club Copy

MEMBERSHIP REQUIREMENTS

Marketing Policies

The Niagara College Student Administrative Council will allow each club one 8 ½ x 11 poster per bulletin board per event. Items for posting must be submitted 2 weeks prior to the requested posting date. SAC posters will take precedence.

Notification of club meetings, including meeting location and Club website (if applicable) must be emailed to the SAC Marketing Manager at amaiolo@niagaracollege.ca

Every club must abide by the following posting policies. Failure to do so may result in a suspension of posting privileges.

- All posters **MUST** be stamped by the NCSAC before putting them up.
- All posters are **ONLY** to be posted on the Niagara College Student Administrative Council boards and any pre-approved locations.
- Posters will **NOT** cover other posters.
- There will be **NO** excessive posting in one area.
- Flyers are **NOT** allowed on cars or stuck into lockers.
- Posters are **NOT** to be put up in/on the following surfaces/areas
 - washrooms (both inside and outside on the doors)
 - glass/windows
 - lockers
 - painted surfaces
 - pillars

Club meeting posters are mandatory and failure to ensure the meetings are posted and open to all students will result in the dissolution of your club and/or no financial support by the Niagara College Student Administrative Council.

Room/Space Booking

There are a number of room options for booking around the campus.

To have space/a room booked on campus contact your SAC Office Administrator (see below) 2 weeks in advance of the date.

Space	Contact
Student Club Room Lounge Classrooms	Welland Campus Student Council Office Office Administrator at ext. 7659 Niagara on the Lake Student Council Office Office Administrator at ext. 4225

Club Copy

MEMBERSHIP REQUIREMENTS

Club Proposal Form

Please complete the following forms *and submit* to the Director of Clubs & Volunteers in the Student Administrative Council office located at your campus.

No Club Kits will be accepted AFTER March 1st.

This proposal is meant to allow the Niagara College Student Administrative Council to better understand your reasoning for starting a club and your expectations and goals for the year.

Club Name: _____

Club Mandate/Objective: (let us know how or why you came up with the idea of this club and its purpose)

Outline what you want to accomplish by having this club

Briefly explain how your club will benefit student life: (list out a number of ideas that you think will benefit students)

Promotional Paragraph to be used on the NCSAC website (mandatory):

Submit to Student Administrative Council Office

MEMBERSHIP REQUIREMENTS

General Club Information

The following information, along with your assigned phone number will be released in the form of a club list. Please ensure that it is suitable for publication

Club/Organization Name: _____
Acronym (if applicable): _____
Contact E-Mail: _____ Phone Number: _____

EXECUTIVE MEMBERS

Name: _____	Name: _____
Club Title: <u>President</u> _____	Club Title: <u>Vice President</u> _____
Student ID _____	Student ID _____
Address: _____	Address: _____
_____	_____
Phone: _____	Phone: _____
E-Mail: _____	E-Mail: _____
Signature: _____	Signature: _____
Name: _____	Name: _____
Club Title: (optional) _____	Club Title: (optional) _____
Student ID _____	Student ID _____
Address: _____	Address: _____
_____	_____
Phone: _____	Phone: _____
E-Mail: _____	E-Mail: _____
Signature: _____	Signature: _____

FACULTY ADVISOR

Name: _____ Department: _____ Ext: _____
E-Mail: _____ Signature: _____ Date: _____

FOR OFFICE USE

Date Application Received: _____ Received by: _____
Approval Granted on: _____ Initials: _____ Contacted on: _____

Submit to Student Administrative Council Office

MEMBERSHIP REQUIREMENTS

Membership Listing

- In order to be official, the club must have a prospective or existing membership of no less than ten (10) Niagara College students, including Executive Members
- If you have additional members, please add an additional page
- This application will not be processed if names and student numbers are missing or illegible
- Member's names will be kept confidential by the Niagara College Student Administrative Council Inc. at the request of the applying club
- A club may be recognized as a club with less than the ten (10) required members; however, no financial funding will be received from the Niagara College Student Administrative Council unless an updated membership list is resubmitted with the minimum requirements prior to the deadline date.

	Name (print clearly)	Student # (print clearly)	Signature	Date
1				
2				
3				
4				
5				
6				
7				
8				
9				
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11				
12				
13				
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22				
23				
24				
25				

Additional membership sheet attached? Yes _____ No _____ Total number of members: _____

Clubs may charge a reasonable and justified membership fee of no more than \$20.00 per student per semester.

Will your club be charging a membership fee? Yes _____ No _____

Submit to Student Administrative Council Office

MEMBERSHIP REQUIREMENTS

Club Agreement

The _____, being a sanctioned club under the Niagara College Student Administrative Council Inc., has read, understands, and agrees to follow the Niagara College Student Administrative Council Inc. club requirements.

This club agrees and understands that should they violate applicable rules of the Niagara College Club package, the Niagara College Student Administrative Council By-Laws, Policies, the Niagara College Policies and the College Code of Conduct, they may be subject to internal dissolution (for example, separation of any future support).

This club is also aware and agrees that the club will be termed "dissolved" as a result of two-thirds majority vote of the Niagara College Student Administrative Council Executive Committee.

Unless caused by the actions or inaction of NCSAC, or those for whom it is in law responsible, release, hold harmless and indemnify NCSAC from and against any actions, claims, suits or other demands and against all costs, damages, expenses or losses which may be incurred or sustained by NCSAC as a director or indirect consequence or any events or activities, sponsored or activities by NCSAC and whether such activity or event occurs on or off the College premises.

PLEASE NOTE: NCSAC reserves the right to deny or revoke any club endorsement or financial sanctioning.

We, _____ (club name), are liable for all unauthorized debts incurred by the club.

We agree not to enter into any contractual relationship with anyone with respect to the aforementioned club.

President

Vice President

Date

Date

Director of Clubs & Volunteers

Date

Submit to Student Administrative Council Office

MEMBERSHIP REQUIREMENTS

Monthly Club Report Form

As you can see by the following, the club report form is a simple report that allows the Niagara College Student Administrative Council to know how active your club is.

Remember, club reports need to be submitted to the Director of Clubs & Volunteers at the end of each month. Feel free to ask NCSAC to make additional copies of this form for your use.

THIS SECTION TO BE FILLED IN AT TIME OF CLUB REGISTRATION

Club Name: _____ Month: _____

Total Number of Members: _____ (attach update membership list)

MONTHLY CLUB/GATHERING REPORT

Date of meeting(s): _____

Remaining Balance _____

Total Number of events: _____

Types of

Events: _____

Goals for the month:

Any changes within the club must be noted here:

Club Copy and one to be submitted to Student Administrative Council Office