

START SOMETHING NEW

HOW TO LEAD A CLUB
OR ORGANIZATION
AT ROCKY MOUNTAIN
COLLEGE OF ART + DESIGN

SO, YOU'VE FOUND SOMETHING YOU'RE PASSIONATE ABOUT + WANT TO SHARE IT WITH OTHERS

LET'S MAKE IT OFFICIAL

Forming an official student group isn't always an easy process, but it's worth the effort. You'll work closely with the Office of Student Life and will gain access to resources you wouldn't otherwise have the opportunity to utilize. Benefits include use of RMCAD facilities, funds from the Office of Student Life to support events and activities, and use of campus advertising space.

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A young man with curly hair and a black t-shirt with a red rose graphic is smiling and waving. A young woman with curly hair and a plaid shirt is also smiling and waving. They are outdoors at what appears to be a school event with other people in the background.

PHASE 1:

REGISTER
YOUR
STUDENT
GROUP

STEP

1

WRITING A PROPOSAL

START WITH A LIST

CHOOSE A NAME THAT DEFINES YOUR PURPOSE.

WHAT ARE YOUR GOALS?

WHAT ARE YOUR POLICIES?

WHAT IS YOUR MISSION?

WHAT WILL YOU FOCUS ON IN YOUR MEETINGS?

WHAT TYPE OF ACTIVITIES WILL YOU ORGANIZE?

WHAT WILL BE THE FOUNDATION OF THE GROUP?
HOW WILL THIS BENEFIT THE STUDENTS THAT ARE INVOLVED?

DO YOU HAVE ANY OUTSIDE AFFILIATIONS?

From this list, write a more thorough proposal that describes what your club is about and what you hope to achieve within the group.

STEP

2

PROPOSAL APPROVAL

APPOINTMENT REQ.

Email studentactivities@rmcad.edu to schedule an appointment with the Student Life Coordinator. Together you will review the club proposal and discuss the criteria for establishing and maintaining a successful group.

You will also be able to ask any outstanding questions you might have.

Providing your proposal is approved, you will then be able to move on to the next step.

STEP

3

YOUR FIRST MEETING

BUILD YOUR GROUP

Gather interest and find at least 4 active members that will participate in the group. Then, schedule a preliminary meeting.

Student Life will provide a sign up sheet for interested students. It is important that you create a roster and record the following:

- Student Name
- Email Address
- Degree Program
- Phone Number

You will be required to submit this to the Student Life Coordinator and include the roster on your registration form later in the process.

STEP

4

ELECTING ADMINS

AT FIRST MEETING

At your first official meeting, you must appoint group members to administrative roles on the group's executive board.

In addition to student leaders, you need two faculty or staff advisors. Advisors must support your group, communicate regularly with the President or members of the group, and feel encouraged to attend meetings if possible (not required).

PRESIDENT: NAME, EMAIL, PHONE

VICE PRESIDENT: NAME, EMAIL, PHONE

SENATOR (SGA REP): NAME, EMAIL, PHONE

ADVISORS (2): NAME, EMAIL, PHONE

ADDITIONAL ADMINS: NAME, EMAIL, PHONE

SECRETARY, BRAND MANAGER, HEAD OF COMMUNICATIONS, BOOKKEEPER ETC.

FINISHED WITH STEPS 1-4? TIME TO REGISTER.

[RMCAD.EDU/REGISTER-CLUB](https://rmcad.edu/register-club)

Be prepared to list your preferred meeting time and location, admin members and their contact information, two faculty/staff advisors, members, and any affiliate organizations.

TO BECOME A RECOGNIZED ORGANIZATION, YOU MUST:

- Submit a roster of at least 4 current RMCAD student members.
- Declare a mission or purpose that is congruent with the mission of the college and will make positive contributions to the RMCAD community.
- Have two advisors who are current RMCAD faculty or staff members.

CRITERIA FOR REGISTERED GROUPS:

- Open membership to all current RMCAD Students.
 - *All members participating in an active club must be current, registered students at RMCAD. Alumni, faculty, and staff may be honorary members, but may not hold office in any student club.*
- Comply with all RMCAD and SGA policies and procedures.
- Attend the Club + Org. Fair at the start of the Fall and Spring semesters
- Attend the club meeting scheduled at the start of each semester with the Student Life Coordinator and other club presidents.
- Intend to remain an active organization indefinitely.
- Re-register your group at the start of each semester.
- Attend a meeting of the RMCAD SGA to answer any questions about the request for recognition.

Conditions for recognition:

Organizations must be established for purposes that are legal, consistent with the educational aims of and mission of the college, and in accordance with the regulations, guidelines, and policies of Rocky Mountain College of Art + Design and the Rocky Mountain College of Art + Design Student Government Association. Recognition of a student organization does not however imply college endorsement of the organization's purposes, nor does the college assume sponsorship of any of the group's activities on or off college property.



PHASE 2:
**MANAGE
YOUR
STUDENT
GROUP**

CONGRATULATIONS, YOUR STUDENT GROUP HAS BEEN APPROVED!

WHAT'S NEXT?

Once fully established, each group will have a weekly or monthly meeting, which will be advertised by the Office of Student Life and the group itself using posters, emails, and flyers.

A folder will be created and shared with the President, Vice President, and advisors of the group including an Agenda Form, Meeting Minutes Template, Roster, Request for Funds Form, and this Handbook.

FOR EACH WEEKLY / MONTHLY MEETING:

- The President of the group must complete and submit an agenda to the Student Life Coordinator at least 24 hours prior to each meeting, stating the outline of the meeting, discussion items, and goals.
- The Secretary must complete meeting minutes (notes) during the group meeting, using the template provided in the club folder, and submit them to the Student Life Coordinator at the end of each meeting.
 - *If the Secretary is not present, it will be the responsibility of the Vice President to complete and submit the meeting minutes in their place.*

ADVERTISING YOUR STUDENT GROUP

GET THE WORD OUT

Now that you are an Active Organization, you will need to start thinking about effective ways of advertising your group. These strategies will help you get started, but we encourage you to think outside the box!

RECOMMENDED STRATEGIES

- **Posters** – Design posters to advertise your group and weekly meetings around campus. Student Life will print approved posters. Email your design to studentactivities@rmcad.edu for approval. Posters must be completed and hung at least 10 days in advance of the meeting or event/activity. The president or Vice President will be notified once the materials have been printed and are ready for distribution.
- **Flyers** - Create flyers advertise your group in classrooms. Student Life will print approved flyers. Email your design to studentactivities@rmcad.edu for approval.
- **Community Calendar** – Ask Student Life for assistance in adding your events to the community calendar
- **RMCAD Website** - Provide Student Life with your mission statement, contact information, and links to affiliate organizations for the website.
- **Student Body Emails** - Student Life can send an email to the student body to encourage new members. You must provide a draft.
- **Group Emails** – Send reminders to your roster prior to each meeting.
- **Social Media** - Connect with past, current, and prospective group members online. Any social media outlets utilized by the club must adhere to the Student Code of Conduct, as stated in section 4.2. P. Social Media and section 4. Student Code of Conduct. Failure to adhere to all published college policies and procedures may result in punitive action.

HOW TO PROPOSE AN EVENT OR ACTIVITY

GO BEYOND MEETINGS

Clubs or Organizations wishing to plan an event or activity on campus must submit an event proposal to the Office of Student Life. The Student Life Coordinator will then schedule a meeting to discuss and approve the event.

EVENT PROPOSALS MUST INCLUDE:

- Name of Organization
- Name of Event
- Event Coordinator
 - *Include contact info: Name, Phone, and Email*
- Description of event, including intentions and goals of event
- Preferred Location of Event
- Items needed for event (be specific)
- Who will be your target audience
- How do you plan to promote the event
- Do you want refreshments at the event?
- Will you need funding for this event?

REQUIREMENTS FOR EVENT APPROVAL

- The proposal must be submitted at least 20 days prior to the event date
- The event will be publicized appropriately to all RMCAD students at least 10 days prior to the event date
- The event will be open to all RMCAD Students
- The event will enhance the experience of the RMCAD community

HOW TO SUBMIT A REQUEST FOR FUNDS

YOUR EVENT BUDGET

Each group will have access to their own club folder on the Google Drive. Within the folder you will find a Request for Funds Form. Download and complete the form by either print a copy and dropping it off in the Student Life Office, or by scanning it and emailing the completed version back to studentactivities@rmcad.edu.

The form will be reviewed by the Office of Student Life and the club will be notified of the approved amount allocated to the, within 48 hours of receiving the form.

CONDITIONS FOR FUNDING:

- Must be a currently registered organization
- Must submit Request for Funds form at least 10 days prior to event date
- Funding for an organization's event is approved on a case-by-case basis. There are a number of factors that are taken into consideration when making this decision; how many events has this group previously hosted during the semester, how many of these events were funded, will this event be of value to students, will the event contribute to the groups goals and ambitions, and so on.

FALL + SPRING CLUB FAIRS

WELCOME NEW STUDENTS

At the beginning of fall and spring semester, usually during the first week of classes, the Office of Student Life will schedule a day to host a Club + Organization Fair in conjunction with the SGA. The SGA is responsible for inviting active clubs to the fair, however club presidents are welcome to reserve a spot in advance by contacting the Student Life Coordinator. All active clubs and organizations are expected to attend the fair, and it is a great way to advertise your group to other students.

RMCAD will provide a table, two chairs and a linen as a booth for your group, but you are welcome to expand upon what we offer. Request more space, bring your own backdrops, or set-up an activity to draw new people to your group!

SUGGESTED MATERIALS:

- Sign-up Sheet
- Promotional materials (posters, flyers, social media links etc.)
- Description of your group and your mission statement
- List of any affiliated organizations
- List of events and activities that your groups hosts or attends regularly
- Handout with your weekly meeting time/location

LOSS OF REGISTRATION

CIRCUMSTANCES

FAILURE TO CONFIRM ACTIVE STATUS EACH SEMESTER

A registered club that fails to confirm its active status with the Office of Student Life within one month of the start of the semester will lose its status as an active registered student club and all privileges associated with registration for the remainder of the term.

FAILURE TO ATTEND INSTRUCTIONAL MEETING EACH SEMESTER

Two instructional meetings will be held at the start of each semester with the Presidents of each student group and the Student Life Coordinator. Failure to attend at least one of these meetings will result in the suspension of the Club or Organization until the President schedules and completes a meeting with the Student Life Coordinator to cover the material discussed in the Instructional Meetings.

FAILURE TO MEET GROUP CRITERIA

Failure to adhere to group requirements listed in this document, including but not limited to the submission of an agenda and meeting minutes to the Student Life Coordinator, will result in suspension of the clubs activities for the remainder of the semester.

FAILURE TO ADHERE TO STUDENT CODE OF CONDUCT

Violating any terms of the RMCAD Student Code of Conduct or otherwise leading the group in an unprofessional manner can result in suspension of the group, depending on the severity of the situation.

QUESTIONS?

Contact the Office of Student Life at studentactivities@rmcad.edu with any questions you may have regarding your student group.



ABOUT THIS GUIDE

This guide will assist you in establishing your club or organization at RMCAD. Follow these steps and make sure you meet all of the requirements to lead your own group! If you have questions, contact studentactivities@rmcad.edu.