

RmCAD

**CLUB +  
ORGANIZATION  
HANDBOOK**

2025-2026

START  
SOMETHING  
NEW ►

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

## LET'S MAKE IT OFFICIAL

Forming an official student organization 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.

### TABLE OF CONTENTS

	<b>Phase One: Register Your Student Organization</b>
04	Submit a Proposal
05	Build Your Organization
07	Officer Forms
08	Faculty / Staff Advisor Form
09	Submit the Registration Form
	<b>Phase Two: Manage Your Student Organization</b>
11	What's Next
11	Meeting Requirements
12	Advertising Your Student Organization
13	How to Propose an Event or Activity
14	How to Request Funding
15	Fiscal Responsibility
15	Fundraising Guidelines
17	Fall and Spring Club Fairs
18	Loss of Registration



**PHASE 1**

# SUBMIT A PROPOSAL

Answer the questions below and email them to [studentactivities@rmcad.edu](mailto:studentactivities@rmcad.edu) for review. The Student Life Department will review your student organization proposal and communicate any adjustments needed to meet the criteria for establishing your organization.

- ▶ **WHAT IS THE PROPOSED NAME FOR YOUR ORGANIZATION?**
- ▶ **LIST AT LEAST 3 SPECIFIC GOALS FOR YOUR ORGANIZATION.**
- ▶ **DESCRIBE YOUR MISSION AND PURPOSE.\***
- ▶ **WHAT WILL YOU FOCUS ON IN YOUR MEETINGS?**
- ▶ **WHAT TYPES OF ACTIVITIES WILL YOU ORGANIZE?**
- ▶ **HOW WILL YOUR ORGANIZATION BENEFIT THE STUDENTS THAT ARE INVOLVED?**
- ▶ **DO YOU HAVE ANY OUTSIDE AFFILIATIONS?**

---

*\*Organizations must have a mission or purpose that is congruent with the mission of the college and will make positive contributions to the RMCAD community. Student organizations must be committed to creating and maintaining an atmosphere where all members of the community are treated with respect and dignity. Student organizations must provide equal educational opportunities for all qualified persons. Student Organizations must not discriminate in programs and activities on the basis of age, color, creed, disability, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, veteran status, or any other basis protected by federal or state law. This commitment includes the provision that all student organizations are free from discrimination and harassment. RMCAD will not tolerate any form of discrimination or harassment and will not condone any actions or words that constitute such.*

# STEP 2

## BUILD YOUR ORGANIZATION

Once your proposal is approved, you need to recruit members for the organization. You can gather interest by posting to the RMCAD app or utilize other social media or networking activities.

You must have at least four (4) active members that are current students in good academic, conduct and financial standing with the College to start your organization.

It is important that you create a roster and record the following:

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

You will be required to submit this to the Student Life Department and include the roster on your registration form.

### »» SELECT YOUR FACULTY/STAFF ADVISOR

All student organizations need at least one faculty or staff advisor. Advisors must agree to provide support to your organization, communicate regularly with the President or members of the organization, and are encouraged but not required to attend meetings. Advisors will need to complete the Advisor Agreement to confirm their participation, which you can download and print from page 8.

## »» SELECT YOUR OFFICERS

All organizations must have at least a President and Treasurer, as well as 2 other “designated officers”. Below are some typical roles and general associated responsibilities that you may have in your organization:

### President / SLA Representative:

This role serves as the point-person for the organization and is typically labeled as the primary contact for the organization.

- Runs meetings and meets regularly with Officers and the Faculty/Staff Advisor
- Attends SLA meetings as a representative of their organization
- Serves as a role model and leader for the members.
- Completes the re-registration process each semester.

### Treasurer:

This role serves as the lead on all financial and business operations for the organization, as well as the liaison between their organization and the Office of Student Life.

- Keep an organized account of all spending and any made income for the organization
- Make funding requests to the Office of Student Life as needed.
- Serve as the sole officer responsible for handling and depositing money from Fundraisers.
- Follow College policies on purchasing, including submitting receipts as required.

### Vice President:

This role shares responsibilities with the President and in the hierarchy will most likely serve as President or point-person if the elected President is away or unable to perform certain duties.

- Put together meeting agendas
- Keep files and records organized and up-to-date
- Meet with Advisor as needed
- Make room reservations.

### Secretary:

This position ensures administrative tasks for the organization are taken care of.

- Put together meeting agendas
- Keep files and records organized and up-to-date including the organization’s membership roster and leadership positions
- Create and distribute posters and flyers
- Manage the organization’s email account

# CLUB OFFICERS

---

PRESIDENT: NAME, EMAIL, PHONE

---

TREASURER: NAME, EMAIL, PHONE

---

VICE PRESIDENT: NAME, EMAIL, PHONE

---

SECRETARY: NAME, EMAIL, PHONE

---

ADDITIONAL LEADERSHIP POSITIONS: NAME, EMAIL, PHONE

*i.e. BRAND MANAGER, HEAD OF COMMUNICATIONS, BOOKKEEPER, ETC.*

# FACULTY / STAFF ADVISOR AGREEMENT

CLUB/ORGANIZATION NAME:

---

AGREEMENT DATE:

---

This agreement is made between \_\_\_\_\_ and \_\_\_\_\_  
Faculty Advisor Name ("Advisor") Club/Organization Name ("Organization")  
to outline the terms and expectations of the Faculty Advisor role for the Organization.

## I. Role and Responsibilities:

As the Faculty Advisor for \_\_\_\_\_, the Advisor agrees to:  
Club/Organization Name

1. Provide guidance, support, and mentorship to the Organization's members, officers, and leadership team.
2. Assist in the planning, organization, and execution of club meetings, events, and activities.
3. Serve as a liaison between the Organization and the school administration, faculty, staff, and other stakeholders.
4. Ensure compliance with school policies, regulations, and procedures related to club activities and operations.
5. Uphold the values, mission, and objectives of the Organization and promote a positive and inclusive club environment.
6. Attend regular club meetings, events, and activities as reasonably possible, or provide advanced notice if unable to attend.
7. Assist with administrative tasks such as record-keeping, budget management, and communication with school administration.
8. Advocate for the interests and needs of the Organization within the school community, including advocating for resources, facilities, and recognition.
9. Maintain confidentiality and professionalism in all interactions with club members, stakeholders, and school personnel.

**II. Term and Termination:**

This agreement shall remain in effect for the duration of the academic year, unless terminated earlier by mutual agreement or due to circumstances such as resignation or change in faculty status.

Either party may terminate this agreement with written notice provided to the other party. Upon termination, the Advisor agrees to provide transition assistance and support to ensure a smooth transition of responsibilities to a new advisor, if applicable.

**III. Acknowledgment and Agreement:**

I, \_\_\_\_\_, acknowledge that I have read and understand the terms and expectations outlined in this Faculty Advisor Agreement for \_\_\_\_\_ .  
Faculty Advisor Name Club/Organization Name

I agree to fulfill my responsibilities to the best of my abilities and uphold the values and standards of the Organization and the school.

Advisor’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**IV. Organization Representative Acknowledgment:**

We, the representatives of \_\_\_\_\_, acknowledge and accept \_\_\_\_\_ as our Faculty Advisor and agree to collaborate with them in fulfilling the mission and objectives of the Organization.  
Club/Organization Name Faculty Advisor Name

President’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Secretary’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**V. School Administration Acknowledgment:**

We, the undersigned, acknowledge and approve \_\_\_\_\_ as the Faculty Advisor for \_\_\_\_\_ and support the terms outlined in this agreement.  
Faculty Advisor Name Club/Organization Name

School Administrator’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**VI. Review and Renewal:**

This agreement shall be reviewed and renewed annually or as needed by mutual agreement between the Advisor, the Organization, and the Office of Student Life. This agreement is effective as of the agreement date stated above.

# STEP 3

## SUBMIT THE REGISTRATION FORM

The next step in the process is to apply for approval/recognition of your student organization by submitting the Registration Form. You will find the link to the Registration Form in your initial email from the Student Life Department, or can request a link be sent to you.

To be eligible for approval/recognition, you must meet the criteria set forth in the section above (Step 2) and agree to the following:

- ▶ All members agree to and comply with RMCAD and SLA policies and procedures including, the Student Code of Conduct and Title IX.
- ▶ Attend and host a table or virtual breakout room at the annual club fair.
- ▶ At least one officer will attend the SLA/Club Leadership Meetings scheduled once per month with other organization presidents.
- ▶ Re-register your organization at the start of each semester.





**PHASE 2**

# CONGRATULATIONS, YOUR STUDENT ORGANIZATION HAS BEEN APPROVED!

## WHAT'S NEXT?

Once approved, the President and other officers will be required to attend an instructional meeting with the Student Life Department to cover the Organization email account, RMCAD app account, printing, and Google Drive to help the Organization in navigating these resources.

The President of the Organization must complete and submit a roster of active members to the Office of Student Life within the first week of each term. This can be a Google document, Xcel spreadsheet, etc., and must be shared with the Student Life Department. This roster will be utilized to confirm Organization activity and support the approval of the Organization budget.

## »» YOUR FIRST MEETING

### **For each weekly / monthly meeting:**

The Secretary or another Officer should take meeting minutes (notes) to keep a record of the organization's activities, deadlines, roles, and responsibilities.

Attendance should be taken during every club meeting. We recommend that any member who misses five (5) or more consecutive club meetings should be removed from the club's active member roster.

# ADVERTISING YOUR STUDENT ORGANIZATION

## »» GET THE WORD OUT

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

### RECOMMENDED STRATEGIES

- ▶ **Posters and Flyers** – Design posters or flyers to advertise your meetings and activities. Student Life can print approved posters. Email your design to [studentactivities@rmcad.edu](mailto:studentactivities@rmcad.edu) for approval. Posters and flyers should be submitted at least 10 days in advance of the meeting or event/activity to ensure sufficient time to print and post or distribute.
- ▶ **RMCAD Connect App** - Every student organization will have a group created in app. Club leaders should utilize the app to promote club meetings and events and communicate opportunities to the student body.
- ▶ **Events Calendar** – Submit event requests to Student Life to have them listed on the rmcad calendar.



*\*All postings and communications must adhere to the Student Code of Conduct.*

# HOW TO PROPOSE AN EVENT OR ACTIVITY BEYOND MEETINGS

Organizations wishing to plan an event or activity on campus must submit should complete the **Events Request form**. The Office of Student Life will then coordinate via email or schedule a meeting to discuss and approve the event.

## EVENT PROPOSALS MUST INCLUDE:

- Name of Organization
- Name of Event
- Event Coordinator(s)
- Include contact info: Name, Phone, and Email
- Description of the event, including intentions and goals of the event
- Preferred location of the event
- Items needed for event (be specific)
- Who will be your target audience?
- Will your event be just for club members, or open to the whole student body?
- How do you plan to promote the event
- Do you need to request equipment from facilities?
- Do you need support from Techbar?
- Do you plan to use your club budget for this event?

## REQUIREMENTS FOR EVENT APPROVAL:

- All events must align with the mission and purpose of the organization.
- The Office of Student Life will review and approve requests. Adjustments will be recommended as needed.
- The proposal must be submitted at least 14 days prior to the event date.
- Events submitted at least two weeks prior to the event will be publicized appropriately to RMCAD students at least 7 days prior to the event date.

*\*The event must adhere to all RMCAD policies including, the Student Code of Conduct.*

# HOW TO REQUEST FUNDING FOR YOUR ORGANIZATION BUDGET

All active student clubs and organizations receive a \$300 annual budget to be used for club activities.

Clubs must request to utilize their budget by completing the Budget/Funds Request form. Officers should complete the form at least 14 days prior to when funding is needed. Additionally, the organization will be notified if the request does not meet the requirements and if any adjustments are needed.

Unused budget funds do not roll over and budgets are reset at the beginning of the calendar year (January).

## »» FISCAL RESPONSIBILITY + CONDITIONS FOR EXPENDING ALLOCATED FUNDS

The organization's Treasurer is responsible for keeping track of the budget and expenses. All officers of the organization are required to read and agree to the following Fiscal Responsibility Guidelines:

- ▶ All expenses must be approved in advance by the Office of Student Life.
- ▶ Funds may only be used for activities or events directly related to the mission and goals of the organization.
- ▶ Funds may only be used for purposes that support the mission and purpose of Organization and its members as a whole and not any one individual member
- ▶ Funds may not be used for any purposes that are prohibited under RMCAD's business office and purchasing policies.
- ▶ Any and all items purchased with organization funds are considered RMCAD property.

- ▶ Funds cannot be utilized to purchase memberships or subscriptions unless required by the organization's affiliate organization or chapter.
- ▶ Funds can only be used towards events or programs involving RMCAD students, faculty, and staff. Non-RMCAD event participants must use their own funds to participate. *Example: When funds are used to purchase tickets to an event where the tickets are either free or discounted to RMCAD community members, Non-RMCAD participants must pay full price for the ticket.*
- ▶ Unless specifically approved for an event hosted by the organization that is open to non-student guests (e.g., faculty and staff), funds can only be used to purchase food or meals for members of the organization who are current RMCAD students. The College will not pay for meals for non-RMCAD guests.
- ▶ Funds may not be used to purchase alcohol at any organization-sponsored event. No exceptions.
- ▶ Funds may not be used for cash prizes/awards/giveaways/gift cards. Acceptable forms of prizes/giveaways include RMCAD t-shirts, sweatshirts or other merchandise from the college's supply store, Spectrum. All prizes must be cleared in advance with the Office of Student Life and must be nominal in value (less than \$50)

## »» EXPENSE REIMBURSEMENT POLICY

All expenses must be approved in advance by the Office of Student Life. This includes any purchases or expenses for which an organization seeks to be reimbursed by RMCAD.

### PROCESS FOR REQUESTING REIMBURSEMENT:

1. Reimbursement requests must include a copy of the pre-approval provided by the Office of Student Life and must also be submitted with an original itemized receipt or other valid proof of purchase.
2. Reimbursement requests for meal or entertainment expenses must include the original itemized receipt and identify each individual in attendance, the location, if not listed on the receipt, and purpose for the meal or expense.
3. Reimbursement requests should be submitted within seven days of the purchase date.
4. Reimbursement checks will be processed once all of the necessary paperwork is submitted to the Office of Student Life. Please keep in mind it usually takes approximately two weeks to get a reimbursement check back once the paperwork is turned into the Office of Student Life.

# FUNDRAISING GUIDELINES

Recognized student organizations may organize fundraising events to raise money for a program, event, or a charitable cause. Before starting any fundraising activities, club officers must submit a Fundraising proposal to Student Activities and include the following:

- Purpose of Fundraiser
- Goal fundraising amount
- How the club plans to raise funds
- When and where the club will raise funds

- ▶ All fundraising activities must align with the mission of the organization and comply with local, state, and federal laws.
- ▶ Clubs should have a plan for utilizing all club budgets prior to considering raising funds. Usage of club budgets should be stated in the proposal including the remainder that needs to be raised.
- ▶ Fundraisers must have clear start and end dates, typically lasting no more than seven days unless an exception is approved by the Office of Student Life.
- ▶ Any monetary fundraising must be cash only (no checks, credit cards, Venmo, Zelle or other online payment formats). If a club or organization would like to raise funds online, they must provide a reason in the proposal. This request will be forwarded on to the business office for approval.
- ▶ All donations must be recorded on an approved donation records form and submitted along with all cash to the Student Accounts Department to be added to your organization funds.
- ▶ Organizations may collect money to be used only for organization operations, such as to purchase materials or to donate to a non-profit on behalf of the organization. Money may not be used for personal purchases.
- ▶ Receipts and documentation related to the fundraiser must be retained by the Organization or organization and submitted to the Office of Student Life.
- ▶ The organization must remit any funds received to the Student Accounts Department no later than 48 hours after the event of collecting money.
- ▶ A deposit receipt will be provided by the Student Accounts Department and the Treasurer must submit it to Office of Student Life to confirm funds have been appropriately deposited.
- ▶ Lotteries or sweepstakes are not permitted, and raffles require pre-approval. Events involving an entry fee, a prize, and chance may be considered gaming, which is regulated by state law. Consult the Office of Student Life for clarification.
- ▶ When selecting your items for sale, please reference the Department of Public Health & Environment's Cottage Foods Act at the link below for a list of eligible and ineligible items:  
[Cottage Foods Act | Department of Public Health & Environment](#)

# WELCOME NEW STUDENTS

## CLUB FAIRS

Club Fairs will be hosted annually by the Student Leadership Alliance and Office of Student Life. Club officers must register for each club fair and commit to a student or advisor staffing the table for the entirety of fair. Some fairs will be mandatory while others are optional. This will be indicated by the Student Life office. It is recommended that every club is represented at each club fair.

RMCAD will provide a table and two chairs as a booth for your club, 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 organization!

### SUGGESTED MATERIALS:

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



# LOSS OF REGISTRATION CIRCUMSTANCES

## **FAILURE TO CONFIRM ACTIVE STATUS EACH SEMESTER**

A registered organization that fails to confirm its active status with the Office of Student Life by the deadline each semester will lose its status as an active registered student organization and all privileges associated with registration for the remainder of the term.

## **FAILURE TO ATTEND INITIAL INSTRUCTIONAL MEETING AND ORGANIZATION LEADERSHIP MEETINGS**

One instructional meeting will be held at the start of each academic year with the Presidents of each student organization and the Student Life Department. Failure to attend this initial instructional meeting will result in the suspension of the organization until the President schedules and completes a meeting with the Student Life Department to cover the material discussed in the instructional meetings. Organization leaders are also expected to attend and participate in the monthly Club Leadership Meetings with the Student Leadership Alliance (SLA). These monthly meetings are required every month. Each club will receive one excused absence each semester given that the club provides notice of not attending the meeting. Clubs missing more than one meeting per semester will be suspended and listed as inactive for the remainder of the school year. Exceptions may be provided for extenuating circumstances as approved by Student Life.

## **FAILURE TO MEET ORGANIZATION CRITERIA**

Failure to adhere to the organization requirements listed in this document, including but not limited to maintaining a club advisor, four members, and club officers along with responding to emails and requests from the Student Life office may result in suspension of club activities.

## **FAILURE TO ADHERE TO STUDENT CODE OF CONDUCT**

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

## QUESTION?

Contact the Office of Student Life at [studentactivities@rmcad.edu](mailto:studentactivities@rmcad.edu) with any questions you may have regarding your student organization.

## ABOUT THIS GUIDE

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