



Student Clubs – Information & Proposal Form

Starting a Club

Any faculty or student having an interest in starting a new club may obtain a Club Proposal Form (see following pages) from Student Services. After the completed form has been submitted to Student Services, the application goes through the following review process:

1. Review of application by Student Services in accordance with the criteria and conditions for school-sponsored clubs.
2. Meeting with club leader and Student Services Manager.
3. Written approval from the Student Services Manager to the Student Services Director for acceptance or rejection as a school-sponsored club.
4. Final approval by Student Services Director.
5. If a club is accepted as a school-sponsored club, a recruitment and marketing plan will be developed in collaboration with student influencers and Student Services.
6. Additionally, school-sponsored clubs will be allocated a monetary budget per semester. The amount of funding will be determined following the approval process.

New Club Criteria

To be eligible for consideration as a school-sponsored club by Hanson College, a club must meet the following criteria:

1. Evidence of sufficient student interest - i.e., eight (8) or more students
2. Congruence with the Student Rights & Responsibility Policy of Hanson College
3. Inclusiveness (i.e., the degree to which the club is designed to appeal to and include students regardless of race, religion national origin, disability, etc.)
4. No significant duplication of purpose, goals, or activities of an existing school-sponsored club.
5. Meetings or activities do not materially and substantially interfere with the orderly conduct of educational activities, nor are they unlawful or otherwise contrary to the mission of the college.
6. Any person(s) not affiliated with Hanson College may not direct, conduct, control or regularly attend meetings or activities.
7. All literature, signs, posters, or other publicity of school-sponsored clubs must be approved by Student Services before posting or broadcasting.

Club Proposal Form

The following form must be completed in order to start a new school-sponsored club. The completed form should be submitted to Student Services Assistant aaliyah.davidson@hansoncollege.com

After receiving the completed form, Student Services will schedule a follow-up meeting to discuss the proposal.

Name: _____

HID: _____

Email Address: _____

Phone Number: _____

Name of Proposed Club: _____

General Description of Purpose:

Goal(s) of Proposed Club:

1. _____
2. _____
3. _____

At least three (3) activities or events that members will participate in:

1. _____
2. _____
3. _____

What type of area will meetings be held? (ex. Online, Campus, Sports-Facility, etc.)

When and how often do you intend to have meetings?

List at least 8 students who will be members of the proposed club:

Name

HID

1.	<hr/>	<hr/>
2.	<hr/>	<hr/>
3.	<hr/>	<hr/>
4.	<hr/>	<hr/>
5.	<hr/>	<hr/>
6.	<hr/>	<hr/>
7.	<hr/>	<hr/>
8.	<hr/>	<hr/>

What will it cost to operate the proposed club? Describe where and how the budget will be used.

How will the new club benefit Hanson College and its' students?

Application Process - Checklist & Approval

FOR ADMINISTRATIVE USE ONLY

DO NOT fill out the following section if you are proposing a new student club. This section is for Student Services Department to complete.

Step 1 _____ Application is filled out and submitted to Student Services for review.

Step 2 _____ Meeting with Student Services Manager and student/faculty proposing new club.

Step 3 _____ Recommendation by Student Services Manager to approve or not approve as a school-sponsored club.

Step 4 _____ Final decision by Student Services Director.

Initial Meeting with Student Services

Date: _____

Time: _____

_____ **Approved** as a school-sponsored club for the _____ semester.

_____ **Not Approved** as a school-sponsored club for the _____ semester.

Student Services Director

Date