



COMMUNITY COLLEGE
OF RHODE ISLAND
Office of Student Life

New Club/Organization or Re-Activating an Inactive Club Procedures

Club/Organization Name: _____

When forming a new club or reactivating an inactive club on campus, the following procedures must be followed:

1. **Find an Advisor:** The advisor must be full-time CCRI faculty or staff and serves as the supervisor of club/activities and manages activities. Complete a Statement of Willingness. The Advisor must attend a training.

Advisor Name: _____

2. **Develop a constitution:** Purpose, goals and contributions to student life at CCRI should be defined. A model constitution may be provided upon request.

Attached is a copy of the **constitution**.

3. **Submit a budget:** Estimate dollars needed to provide activities through the end of the academic year. Attach an itemized breakdown of how that money would be spent. **Example:** \$50.00 for promotional flyers; \$1,000.00 for conference in NYC. **Note:** Please see Policies and Procedures Manual for guidance.

Attached is a copy of the **budget**.

4. **Schedule a meeting with Student Government.** After an advisor is identified and all documents are ready to be submitted, set up a meeting with your campus Student Government to discuss the new clubs/organizations contributions to student life at CCRI. The advisor and Club President should be present with a copy of the constitution, a copy of the budget, and a potential club/organization meeting schedule.

The meeting with Student Government is scheduled for _____.

5. **Become recognized by the campus Student Government Senate.** After the campus Student Government President and Advisor meet with you and review your documentation, the campus Student Government Secretary will on your behalf go to the campus senate and ask for their permission to approve your constitution and recognition status as a club and organization.

6. Submit names of all officers along with their CCRI ID # for verification purposes.

Required Signatures:

Club/Organization Advisor: _____

Club/Organization President: _____

Approvals:

Student Government President: _____

Associate Dean of Student Life: _____