

FAQs = Starting a New Club

1. Where can I get information about how to start a new club?

- Flyers on “How to Start a New Club” are available in the Student Union building lobby and online at www.dvc.edu/student-life.
- Attend a mandatory “starting a new club” workshop—dates are listed on the flyer and the student life page on DVC’s website. You will get an application and all relevant paperwork at the workshop.

2. Where can I get a New Club Application and Student Organization handbook?

- The Student Organization Handbook is online on the student activities coordinator page on DVC’s website.
- The New Club Application is only given out at the end of the New Club (mandatory) Workshop.

3. Can I start a new club without an advisor?

- No. All clubs MUST have a DVC faculty or staff person advise the club

4. When will the mandatory workshops start?

- Dates are listed on the “Starting a New Club” flyer and the student life page on DVC’s website.

5. When are the new club applications due?

- New club applications are due by the fourth week of the semester. Please see the student life page on DVC’s website for exact deadline.

6. Can I start a club that is similar to a current club on campus?

- **No!** We do not allow clubs to duplicate the mission or purpose of existing clubs. If your club proposal is similar to a returning one, we encourage you to contact the club and pitch some of your vision to it. You never know what you may be able to create or collaborate on!

FAQs = Renewing an Existing Club

1. Where can I get information about renewing my Club?

- Information is also online on the student life page on DVC's website.
- Club renewal forms are available on the "form shelf" at the entrance to the Club Room inside the Student Union building.
- For the fall semester: club renewal forms will be available during the first week of the semester and will be due during the fourth week of the semester.
- For the spring semester: club renewal forms will be available during the last week of the fall semester (during finals week) and will be due during the fourth week of the spring semester.

2. Where can I get a Student Organization handbook?

- The handbook is online on the student activities coordinator page on DVC's website.

3. What forms do I need to submit in order to renew my club?

- Club renewal form
- Advisor agreement form – one for each advisor if your club has multiple advisors.

4. Can I renew my club without an advisor?

- No. All clubs MUST have a DVC faculty or staff person advise the club

5. Do I need to submit a club renewal form every semester?

- YES! All returning clubs must submit a renewal form with up-to-date information
- Clubs must also submit an advisor agreement form for each advisor

(over)

6. When are the club renewal forms due?

- For the fall semester: club renewal forms will be available during the first week of the semester and will be due during the fourth week of the semester.
- For the spring semester: club renewal forms will be available during the last week of the fall semester (during finals week) and will be due during the fourth week of the spring semester.
- Please see up to date information on the student life page on DVC's website for exact dates each semester. Information will also be made available on flyers posted inside the Student Union Building and around campus.

7. I already turned in a club renewal form and want to know (1) if you got everything; (2) if there were any problems; (3) if anything was missing; (4) if my club will be approved now.

- If we have questions about anything on your application, your club President or Vice President will get a phone call or email from the Student Activities Coordinator or Assistant.
- Please note: just because you turned in your forms does not mean that your club will be approved. The approval process depends on the review by the Student Life Dean and/or the Student Activities Coordinator.

8. Was my club approved yet?

- As soon as your club is approved, your club President and Advisor(s) will get an emailed **Approval Memo** stating that your club has been approved and confirming the meeting time/location of your club meetings.

9. Can I post flyers/plan an activity/use club money/have an official club meeting/use the copy machine if my club has not been approved yet?

- No. You cannot do any of the above mentioned activities until you have received notice that your club has been approved. Once your club has been approved, you will need to follow the appropriate Student Life procedures before engaging in any official club activities or events.

FAQs = Club Application/Renewal Forms Submitted

- 1. I turned in a club application and want to know (1) if you got everything; (2) if there were any problems; (3) if anything was missing; (4) if my club will be approved now.**

If we have questions about anything on your application, your club President or Vice President will get a phone call or email from the Student Activities Coordinator or Assistant. Please note: just because you turned in an application does not mean that your club will be approved. The approval process depends on the review by the Student Life Manager, and/or the Student Activities Coordinator.

- 2. Was my club approved yet?**

The approval process depends on the review by the Student Life Manager, and/or the Student Activities Coordinator. This process can take one to three weeks. As soon as your club is approved, your club President and Advisor(s) will get an **Approval Memo** stating your club has been approved and confirming the meeting time/location of your club meetings. This memo will be sent by email.

- 3. May I post flyers/plan an activity/use club money/have an official club meeting/use the copy machine if my club has not been approved yet?**

No. You cannot do any of the above mentioned until you have received notice that your club has been approved. Once your club has been approved, you will need to follow the appropriate Student Life procedures before utilizing engaging in any club activities or events.

- 4. When is the Student Activities Coordinator available?**

The Coordinator has drop in hours listed online and is also available by appointment. If the drop-in hours do not meet your availability, please email her at slarkin@dvc.edu to set up an alternate time.

FAQs = Additional Club Related Inquiries

1. My club was approved but I have changes! What do I do?

- If you have a change to your meeting day/location/time, please ask your advisor to email the Student Activities Coordinator to initiate the request.
- If you have officer updates/changes, please email the Coordinator with the officer's full name, ID# and change to be made.
- All other changes should be emailed to the Coordinator @ slarkin@dvc.edu.

2. My club was approved, what supplies and equipment are available to us for club business?

- Once you're an official club, you are approved to use the a) Club Workroom, b) Paint room, and c) borrow supplies or tables.
 - The club workroom has computers, lockers, and a copier (your copier code is emailed to you with your approval memo, and you're allotted 1500 copies for the year).
 - The paint room is located downstairs in the Student Union building, and has a cabinet with paints and brushes and bowls for your poster needs; there is also butcher paper and a table so you can create right there in the room. You must sign in and out to with the Student Life Office to use the Paint room as this room is a secured space.
 - If you need to borrow a stapler, three-hole punch, scissors, etc., you can check within the Student Life Office to do so. We do ask that you return the supplies once you are finished, these supplies are for the entire club program.

3. I would like to recruit new members, do you have tables and chairs available?

- There are tables available to use. You will need to leave your student ID with the reception desk to check one out. We also ask that you sign out for the table and then check it back in. This will help us maintain the tables for all student organizations to use. We have chairs available as well; however, we ask that they only be used when tabling in the Student Union quad area.

4. When will activities begin?

- Once all clubs have been approved, activity proposal memos will begin being accepted. For this Fall, it will most *likely* be by the fourth week of the semester. Please email the Student Activities Coordinator with any questions or concerns.

5. When is Club Day and can I table before then?

- Club day is on September 10 and 11 from 10am to 2pm in the Student Union Quad. And yes, you may table before then – just follow the procedures for tabling.

6. I need to know my club account balance. Who do I talk to?

- The Student Activities Assistant can provide you with it. If the Assistant is unavailable, check with the Coordinator (via email or drop-in).