DVC
DIABLO VALLEY COLLEGE
student life

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# Steps to Start a New Club

Step 1. Find an advisor for your club

- An advisor is any DVC faculty or classified staff member (part-time or full-time) with expertise, knowledge and/or an interest of your club's purpose
- The advisor must be willing to commit to your club and assume the required responsibilities as your club advisor

Step 2. Find 6 students to be in your club

- Membership in your club requires students to be enrolled in at least half a unit (0.5), or enrolled in 5 units with a 2.0 GPA to hold an officer position
- Enrollment is verified prior to approving your club

Step 3. Makes sure your club is not a duplicate club

- Review the current clubs on campus to ensure your club does not have the same basic focus as an existing club
- If your club proposal is the same as an existing club, you will be asked to join efforts with that group
- If your club is not a duplication of efforts or services, then you should move forward with starting your own

Step 4. Create a draft club constitution

- An example is provided online under Forms on the Student Life webpage
- The constitution will help guide your club and provide some structure for both officers and members

Step 5. Attend a mandatory "Club Officer Training" workshop

- Schedule is available online and in the Student Union building lobby
- This workshop provides you with an application form, deadlines for getting your club started as well as relevant policies and club program information important for club success. A Student Life Office staff member will be present to answer any additional start-up questions you may have.

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