How To Start Your Own Club Checklist

Below is a step-by-step guideline for the process of starting your club:

☐ Before registering make sure to write a constitution, and be ready to upload it to the Clubs and Organizations registration form. You can go to the sample constitution document online to help you create your own.

☐ Read club or organization requirements.

☐ Complete the online registration form and click the submit button.

☐ The Executive Vice President will contact the President of your organization with further details and expectations of groups on campus.

☐ If your club requires an annual budget they will need to fill out the Club Budget Request form (only accepted in March). If you require funding for an event outside of the annual budget submission period you will have to fill out the Additional Allocation form and attend an SGA finance meeting to obtain approval.

☐ New clubs and organizations will have to follow the probationary procedures listed below. If you are re-registering your club from last year you will not have to go through a probation period again.
  o Club will be on probation for 16 academic weeks.
  o Club must hold 2 campus wide activities.
  o Club must have at least 15 full time undergraduate members.
  o Club must hold at least one fundraiser.
  o Proof of these events must be shown to the Executive Vice President.

All clubs are overseen by the Executive Vice President of Student Government. Please contact Carlos Wilder or Cassandra Fowlie at extension 4775 with any budget and registration questions, respectively.
Club/Organization Requirement 2013-2014

- **Clubs/Organizations must fill out a club registration form each year.** If there is a change in contact information between the start and end of the sitting board a club representative must contact sga@hartford.edu.
- Clubs/Organizations must hold consistent meetings.
- Clubs/Organizations must have at least 15 full time University of Hartford undergraduate members.
- Clubs/Organizations must have an up-to-date constitution on file with SGA. If you do not, you can download a sample constitution to assist with creating one.
- Clubs/Organizations must have an advisor.
- Clubs/Organizations who request a budget must conduct at least 2 fundraisers throughout the year. Each fundraiser must make a profit. These fundraisers can either be conducted in the same semester, or one per semester.
- Clubs/Organizations must have at least 2 events open to the entire student body. These events can be conducted in the same semester or one per semester.
- Clubs/Organizations must complete and submit all paperwork required by the Executive Vice President and the Finance Vice President.
  - Registration Form (one time per year)
  - Budget Form (one time per year)
  - Allocation Form
  - Club or Organization Constitution
  - Monthly Reporting (continuous throughout the school year)
- Clubs/Organizations must clean out their mailbox twice per week.
- Clubs/Organizations must send a representative to mandatory club meetings/mandatory SGA events.
- Clubs/Organizations must place the SGA logo on all publicized material.
- Clubs/Organizations must give all money from fundraisers to June Krippner in either cash or check (made out to the University of Hartford) form to be deposited in their account.
- Must be open to all undergraduate students.
- Clubs/Organizations must have a University of Hartford email account in order to be recognized under SGA.

Please note: Failure to meet any of the Clubs/Organization requirements can result in freezing your account.

*Failure to meet any of the Club/Organization requirements can affect the next year's budget.* Please contact Carlos Wilder or Cassandra Fowlie at extension 4775.
**PROBATIONARY PROCEDURES**

**JUDICARY PROCEDURES**

1. The club in question will be on probation for 16 academic weeks.

2. During this time, the club must have at least 2 activities which are open to everyone.

3. The club must have at least 15 members and a list must be submitted to the Executive Vice President of the Student Government Association.

4. A Club Registration form and Club Constitution must be submitted to the Executive Vice President at the beginning of the probationary period.

**FINANCING OF CLUBS ON PROBATION**

1. The club in question must hold at least one on-campus fundraiser during the 16 week probationary period.

2. At the beginning of the 16 week probationary period, a budget of $200 will be allocated by the Student Government Association.

**ADDITIONAL GUIDELINES**

1. If the club in question does not hold two open activities and a fundraiser within the 16 week probationary period, they will be considered to be on probation for another 16 academic weeks. One activity must be in accordance with the club’s purpose.

2. At the end of the probationary period, the club must present proof of the two open activities, one fundraiser and the minimum of 15 person membership to the Executive Vice President.

3. After documented proof has been submitted, an appointment must be made with the Executive Vice President and the Finance Vice President to discuss Student Government ratification.