



Starting a new club at MCC

The following must be turned in to the Student Activities office in order for a club to become active on campus.

- **Complete a 30 Day permit**
 - Advisor's signature needed
 - Student's signature needed
- **Membership list with at least 10 students**
- **Constitution**
 - Minutes of meeting ratifying Constitution
 - Goes to Student Activities office then Student Senate for approval
- **Officer's List**
 - Minutes of meeting electing the officers
 - Copies of transcripts of elected officers
 - Advisor's signature on form
- **Submit an Activity Request Form to reserve a meeting room**
- **Signed Advisor's Agreement**
- **Budget Allocation Request Form**

How To Start A New Club Or Organization at MCC

The development of a new student club or organization is a sign of the vitality of student life at Manchester Community College. This resource guide has been designed by the Student Activities Staff to make the process for initiating a new club much easier.

Formal recognition by the College is required for any student group to sponsor social activities, to receive funds from the activity fund, and to use the College facilities and resources on a regular basis. Activities for unrecognized clubs are restricted to meetings, club day and club orientation only. Membership must be composed of students currently registered at MCC. The group may not deny membership to any student because of race, religion, color, ancestry, national origin, sex, age, or disability.

Steps To Obtaining Official Recognition

1. Complete a 30 Day Permit and turn into Student Activities Office, Lowe 154i
2. Select an advisor (an MCC full time faculty or staff member)
3. Decide the purpose of the club and review club handbook from the Student Activities office.
4. Attach a membership list with names of at least 10 interested students
5. Submit an Activity Request form to reserve a meeting room. This form is available online at the form depot.
6. Make and post flyers inviting interested students to attend the first meeting.
7. Select name of club and discuss purpose and goals.
8. Take minutes of any meetings recording attendance, actions and meeting discussions
9. Draft the Constitution. Final draft must be ratified at a meeting and included in the minutes.
10. Elect 4 student officers (enrolled, GPA of at least 2.5, and earned 3+ credits at MCC)
11. Complete and submit a signed Officers List.
12. Attach an unofficial transcript from the Registrar's Office for each officer elected.
13. Type, sign and submit club minutes to verify the ratification of the constitution and election of officers.
14. Attach a signed Advisor Agreement
15. Hand in a budget allocation request form.
16. Request will be placed on the agenda of the next full student Senate meeting for a majority vote.
17. If approved by the Student Senate, the constitution is forwarded to the Dean of Students for final approval.
18. Upon receipt of written approval from the administration, the student group will become an officially recognized club.
19. An official certificate will be given to your club.