



STUDENT CLUB GUIDELINES

Student life at Claremont Graduate University is busy and diverse. In addition to challenging academic programs, students are afforded opportunities to participate in a number of special interest clubs designed to further both academic and career interest.

Criteria for GSC support and recognition of student clubs

Many student clubs exist solely by sponsorship of the Graduate Student Council (GSC). On an annual basis, each club must meet the following criteria in order to receive GSC support and recognition:

- (1) Conduct an election or appointment of club officers/organizers at least once each calendar year;
- (2) Conduct at least three (3) meetings/events during the academic school year. All meetings and events must be advertised throughout the CGU campus;
- (3) Conduct at least one club officer meeting each semester to coordinate club activities
- (4) Submit a status report each year to the GSC Vice President detailing the club's officers, faculty advisor, and financial activity as well as past and planned events; (**See GSC Annual Club Status Form**)
- (5) Mention the sponsorship of the GSC on all promotional literature using GSC logo (all flyers that will be distributed or posted must be approved by the Dean of Students);
- (6) Membership must be open and actively advertised to all CGU students.

Criteria to start a GSC recognized club

Additionally to begin a new club or revive a pre-existing club, the following criteria must be fulfilled to receive GSC support and recognition:

- (1) A **GSC New Club Application** must be submitted to the GSC Vice President;
- (2) The GSC Executive Board must favorably approve the application;
- (3) The club must have a faculty advisor/sponsor;
- (4) The club must have a minimum of 10 CGU students.

The GSC will support each officially recognized student club as follows:

- (1) An initial allocation of \$100 to cover incidental start-up expenses;
- (2) A budget allocation of \$100 per academic year;
- (3) A single club specific web page and/or link on the GSC website;
- (4) Promotion of events via the GSC Calendar;
- (5) Eligibility to receive additional funds from the GSC.

Criteria for recognized clubs to submit for additional club funding

- 1) During the first month of each Fall and Spring semester, the GSC will accept applications for additional club funding. These funds should be used for events or special projects conducted by the club. (**See GSC Special Club Funding Application**)
- 2) The deadline for events occurring during the Fall semester is the day before the second general GSC meeting in the Fall semester. If an event needs to be approved

prior to this deadline in the Fall, the application must be submitted in that deadline prior to the Fall semester (i.e., the Spring);

- 3) The deadline for events occurring during the Spring semester is the day before the first general GSC meeting in the Spring semester. If an event needs to be approved prior to this deadline in the Spring, the application must be submitted in that deadline prior to the Spring semester (i.e., the Fall);
- 4) Additional applications will be accepted after the deadlines, if funds are available after the review of all applications. Please remember that all applications submitted by the deadline will get first consideration.

Procedures for Clubs to receive GSC allocated funds

The GSC is committed to supporting the various student clubs in conducting events, socials, and/or other activities. Funds will be allocated at the beginning of the Fall semester to each student club as determined by the GSC Executive Board. All clubs requesting funds must submit, prior to the deadline, their **Annual Club Status Form and Special Club Funding Application**. These funds will not be provided up front, rather will be issued as reimbursements when requested by the club through formal submission of receipts. Special instances may be granted in advance after formal submission and a review by the GSC Vice President and Treasurer with the consensus of the GSC Executive Board. (See below “Additional guidelines for the allocation of funds prior to the event)

The reimbursement of funds will only be provided if all of the following criteria are satisfied:

- (1) The event is open to all CGU students;
- (2) The event date and description are forwarded in advance (at least 2 weeks) to the GSC Vice President as well as the general GSC email (GSC@cgu.edu). The purpose of such action is to be added to the master GSC schedule of events;
- (3) The event is announced on the cgu_stu listserv and/or posted signs throughout the CGU campus.

The following procedures will be used to request reimbursement funds:

- (1) The club informs the GSC at least 2 weeks prior to the event by sending the event details to gsc@cgu.edu;
- (2) The club will conduct the event and keep all appropriate receipts;
- (3) A detailed budget/expense report is submitted with all receipts;
- (4) A club reimbursement form will be completed with appropriate signatures and submitted to the GSC Vice President for approval; (See **Club Reimbursement Form**)
- (5) The GSC Treasurer will prepare a reimbursement check no later than a week following the GSC Vice President’s approval for payment;
- (6) The check will be placed in the appropriate club member’s school mailbox or mailed.



Additional guidelines for the allocation of funds prior to the event

For funds that are requested to be pre-paid, the GSC Executive Board will vote on the request of the funds at their next scheduled meeting. Upon the approval of the expenses by the GSC Executive Board, the above procedures (#3-5) will be followed and notification of such approval shall be given by the GSC Vice President.

Attached Forms

- New Student Club Application**
- Annual Club Status Form**
- Special Club Funding Application**



GSC New Student Club Application Form

Please print, type or attach a similar outline that contains the requested information.

Official Name of Club: _____

Club URL: (If available): http:// _____

Description / Purpose: (Attach additional pages if necessary) _____

Anticipated Club Events (Include descriptions, attendance and dates if available; attach calendar if available) _____

Primary Organizer's Name: _____

Organizer's Signature: _____

Organizer's Phone Number and Email: _____

Faculty Advisor's Name: _____

Faculty Advisor's Signature: _____

Request amount of start-up funds (Max of \$100) _____

What will the start-up funds be used for? _____

This is page 1 of 2 for this form.



Petitioning Member Information

Member Name and Email Address

(1) _____

(2) _____

(3) _____

(4) _____

(5) _____

(6) _____

(7) _____

(8) _____

(9) _____

(10) _____

Please return completed forms to the GSC Vice President.



GSC Annual Club Status Form

*Please print, type or attach a similar outline that contains the requested information.
This form must be submitted in the first four weeks of the Fall semester in order to receive recognition and funding from the GSC.*

Date: _____

Official Name of Club: _____

Club URL: (If available): http:// _____

Anticipated Club Events for the year (Include descriptions, attendance and dates if available; attach calendar if available) _____

Primary Organizer's Name: _____

Organizer's Signature: _____

Organizer's Phone Number and Email: _____

Faculty Advisor's Name: _____

Faculty Advisor's Signature: _____

Club Members and Officers (attach a separate page if needed, including a listing from your website)

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |



Club / Event Reimbursement Form

Club/Organization Name: _____

Primary Organizer's Name: _____

Organizer's Phone Number and Email: _____

Event Title (if applicable): _____ Event Date: _____

Reason for reimbursement: _____

Amount your club was approved: _____ Amount requested for reimbursement: _____

Name of person to be reimbursed: _____

Address to mail check: _____

Please itemize all receipts and include all original receipts with this application

| Receipt Itemization | | | |
|---------------------|-------------|--------|--------|
| Date | Description | Vendor | Amount |
| | | | |
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| | | | |
| TOTAL : | | | |

The receipts hereby submitted reflect expenses relating to approved club activities or events, in accordance with GSC guidelines.

Organizer's Signature: _____ Date: _____

This form must be submitted to the GSC office or mailbox in Harper Hall, Room 57

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|--|
| For GSC Use Only: Approved By: _____ Amount Approved: _____ Date: _____ |
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Use of University Identification

The University and its members have a shared interest in the use of the Claremont Graduate University (CGU) name and related insignias and images. Over generations, the name has been invested with value through the efforts of innumerable individuals. It is intellectual as well as a financial asset in which members of the University have a common stake. To protect that value, individual members are expected to observe the University's policy on the use of its names, insignias, and images.

All faculty, staff, and students should take reasonable precautions to prevent the organizations and individuals with whom they work from using the Claremont Graduate University name, or making representations about CGU, in ways that suggest that the University sponsors or endorses their activities. Attaching the CGU name or symbol to any activity implies a form of institutional accountability.

Before any individual or group of individuals uses the name, symbols, or insignia of CGU or any of its affiliated schools, centers, and institutes to represent an activity or convey to any persons or entities approval for using the CGU name, symbols, or insignia, they must receive written approval. If an activity is being undertaken by a University sanctioned organization (i.e., Graduate Student Council), those involved shall obtain permission to use the CGU name, symbols, or insignia from the provost; if an activity is being undertaken by a school or affiliated institute or center, permission shall be obtained from the relevant dean or vice president. If use of the CGU symbols or insignia is being sought by any group outside of the University or not sponsored and sanctioned by the University, then written permission shall be obtained from the provost of the University. Failure to obtain such written approval shall result in sanctions, which may include suspension, probation, or other actions as appropriate.