



New Club Interest Checklist

How to Start a New Club at FCC

Starting a club is a valuable opportunity to bring together students who share similar interests and passions. It offers a chance to build community, develop leadership skills, meet new people, and enhance your resume.

Please Note:

New clubs may only be established **midway through the fall semester** or during the **first half of the spring semester**.

☒ Step 1: Submit Your Club Proposal

☐ Email Clubs@frederick.edu to introduce yourself and your interest in starting a new club.

Your message should include:

- ☐ Proposed club name
- ☐ A brief description or purpose of the club
- ☐ If a similar club exists, explain how your proposed club is distinct

☐ Wait for a response from a staff member in the Office of Student Leadership and Engagement (SLE) to schedule a meeting to discuss your club idea.

☒ Step 2: Begin the Club Formation Process

Part 1: After Your Initial Meeting with SLE

☐ Find an Advisor

- ☐ Identify a faculty or staff member at FCC to serve as your club advisor. Student workers *can not* serve as club advisors.
- ☐ Email their **name and contact info** to Clubs@frederick.edu

If you need help finding an advisor, contact SLE.

Questions? Email: clubs@frederick.edu

☐ **Host an Interest Meeting**

- ☐ Choose a **date, time, and location**
- ☐ **Design a flyer** to promote the meeting
- ☐ **Submit the flyer** to SLE for approval and promotion
- ☐ Ensure the **advisor is present** during the meeting
- ☐ Present your club idea, purpose, and potential activities

☐ **Plan Club Activities**

- ☐ Create a list of proposed **events and initiatives** that reflect the club's purpose

☐ **Recruit Members**

- ☐ Gather interest from at least **five (5)** currently enrolled FCC students

☐ **Set a Meeting Schedule**

- ☐ Establish regular **dates, times, and locations** for your club meetings

☐ **Develop a Club Constitution**

- ☐ Customize the constitution template provided by SLE to fit your club's structure

☐ **Submit Your Draft Constitution**

- ☐ Email your draft constitution to **SLE for review and feedback**

Part 2: Finalize Club Formation

☐ **Follow Up with SLE**

- ☐ Contact SLE to share updates after your interest meeting

☐ **Meet with the Coordinator of Student Leadership and Service**

- ☐ Review your proposed:
 - ☐ Meeting schedule
 - ☐ List of planned activities
 - ☐ List of Interested Students

- ☐ Final draft of the constitution
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☒ **Step 3: Club Recognition and Approval**

- ☐ **SLE Submits Proposal to SGA** for review and recognition
 - ☐ **SGA Notifies Club Leaders** about the approval and official recognition status
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☒ **What's Next: After Club Recognition**

During the First Two Semesters (Probationary Period)

- ☐ Club operates in “**probation**” status for two consecutive semesters to demonstrate:
 - ☐ Sustained student interest
 - ☐ Active participation and engagement
 - ☐ Access to up to **\$200 per semester** in limited funding from SLE for programming
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After Two Full Semesters

- ☐ Eligible for **Official Club Status**
 - ☐ May **submit budget requests** and gain access to additional SGA funding
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Additional Reminders

- ☐ Collaborate with other clubs
 - ☐ Set a meeting schedule that fits your members' availability
 - ☐ Ask SLE about advertising resources for your club meetings and events
 - ☐ Refer to the **Student Club & Organization Guidebook** for full details on club requirements
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Maintain strong communication with SLE staff and your club advisor—your success is our priority, and we're here to support you every step of the way!