



Student Club Handbook

Clubs are a great opportunity for students to get involved, grow as an individual, explore different activities, find a passion, and connect with others in the community!



Meet the Student Life Team



Sylvana Thison

UT/AD

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Zerlinda Chau

High School

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Meet the Clubs

For more info, visit columbiacollege.ca/clubs



Sports & Recreation

Badminton

Basketball

Cricket

Dragon Boat (Seasonal)

Golf Club (Seasonal)

Ping Pong

Soccer

Swimming

Volleyball

Hobbies & Interests

Anime Club

Bard Youth Fest (Seasonal)

Chess Club

Creative Writing Club

LATAM Club

Muslim Student Association (MSA)

Music Club



Citizenship & Activism

CC Student Association

NC Student Council

Social Justice Club

Students for the Planet

World University Services
of Canada (WUSC)



Club Leadership is fun and rewarding!
Yes, it does take hard work and effort as well.
However, the benefits are well worth it!



Benefits

Transferable Skills

The most important part of being a club executive is your professional development. There is no better way to grow your leadership skills than through practice. You may learn event planning, marketing, how to take initiative, financial management, and more.

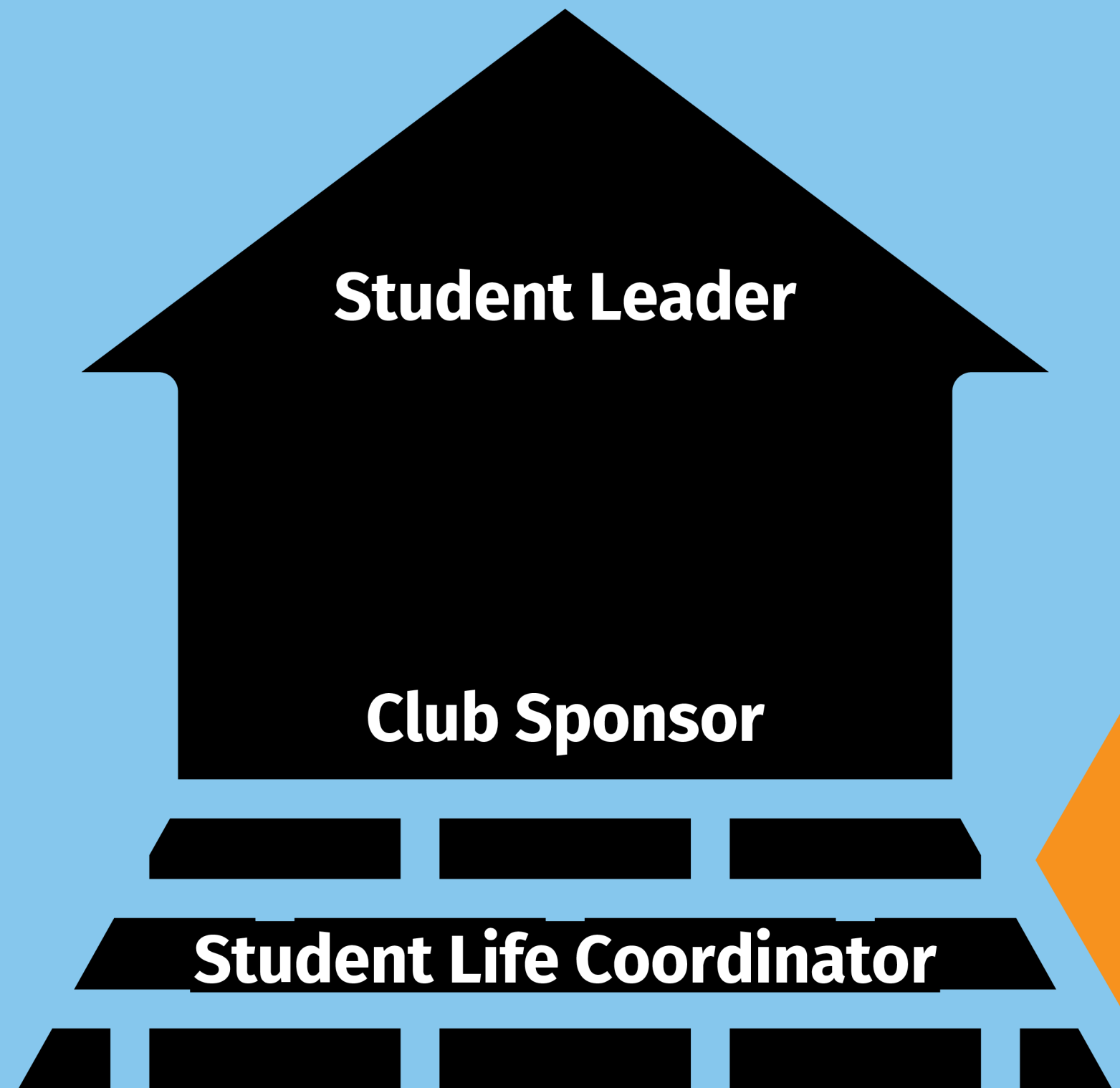
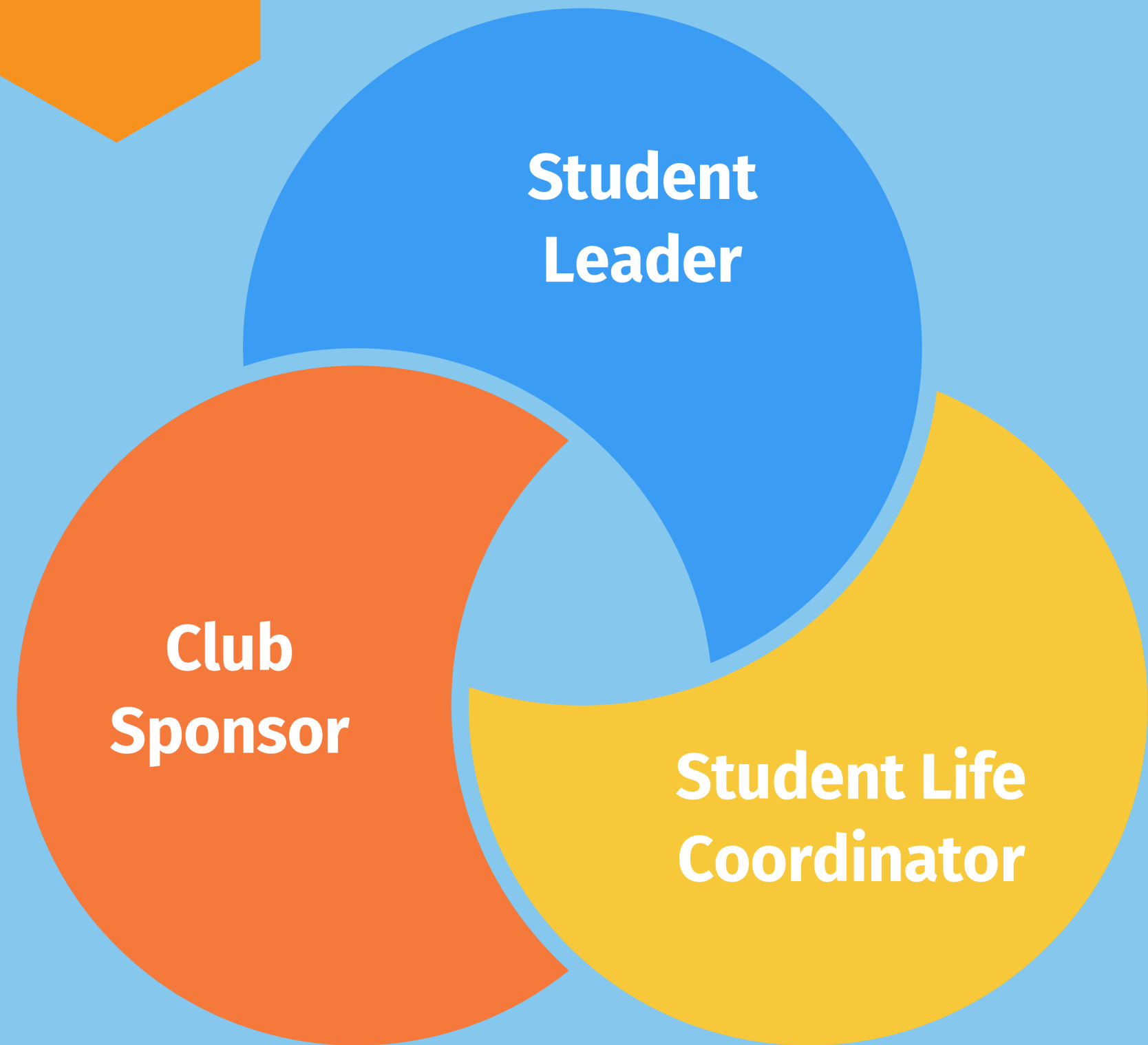
Co-Curricular Record (CCR)

Following the trend of other post-secondary institutions across Canada, the CCR is an official record of a student's participation in various paid, volunteer, and student governance opportunities at Columbia College or one of our partners. More info: columbiacollege.ca/co-curricular-record.

References

Upon request, we may provide you with a certificate or reference letter in recognition of your leadership. Please request at least 2 weeks in advance!

Club Leadership Structure



Student's Role

These are the Executive Team's duties and responsibilities:



Clubs are run by students, for students. You are the driver of all aspects of club operations.



Create a plan and establish some strategic goals for your club each semester.



Communicate with your Sponsor and the Student Life Coordinators regularly.

Club Executives

Student Leadership Team - YOU!



Sponsor's Role

These are the Sponsor's duties and responsibilities:



Act as a mentor and guide for the Executive Team as they navigate club leadership.



Assist club leaders with procedures and policies at Columbia College.



Support the club in communication with the Student Life Coordinators.



Club Sponsor

Staff, Teacher or Instructor

Student Life

These are the following items the SLCs will do for you:



Help you identify your club goals and create a plan for your first semester.



Help you create your first club budget.



Guide you every step of the way in your experience as a Club Executive.

Student Life Coordinator

Zerlinda Chau - North Campus
Sylvana Thison - Main Campus



Club Operations

In this section:

- Club Structure
- Goals & Planning
- Attendance
- Expenses & Reimbursements
- Club Renewal



Club Structure



Every club should have an executive team of 2-5 student leaders.

Executives establish policy and provide overall direction for all club activities.

Limited flexibility:

Some clubs have small teams, relying on 2 people to accomplish the club goals.

Other clubs have up to 5 leaders.

Please divide responsibilities among your team. **Responsibilities should be divided clearly.**

Team Structure:

At minimum, the critical leadership positions include...

- President
- Vice President
- Treasurer

Other executive positions can be allocated according to need (ex. Secretary, Marketing Director, etc.).



Recommendation: Have at least 3 executive members to provide back-up, prevent burnout, and ensure succession planning!

Club Goals & Plan



Club leaders at Columbia have a vision!

It starts with you! Create a plan and establish some goals for the semester.

An effective plan will include strategic goals. Goals should be specific, measurable, actionable, and realistic. It can include short- and long-term goals.

Consider holding a goal setting event! All club members can contribute to developing priorities and establishing goals.

Share your vision with us!



Getting the members involved is the first step in building alignment and generating enthusiasm throughout the club for accomplishing identified goals.

Excel 2022 CC Riders Attendance - Saved

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	A	B	C	D	E	F	G	H
1								
2		Club Name:	Dragon Boat CC Riders 2022					
3		Club Sponsor:	Zerlinda Chau					
4					R	M	R	
5	#	Student Name	ID #	PAID \$150	1-Sep	5-Sep	8-Sep	
6	1						Y	
7	2					Y	Y	
8	3					Y	Y	
9	4							
10	5				Y	Y	Y	
11	6				Y		Y	
12	7					Y		
13	8				Y		Y	
14	9							
15	10				Y	Y	Y	
16	11					Y		
17	12						Y	
18	13				Y	Y	Y	
19	14					Y		
20	15					Y	Y	
21	16							
22	17						Y	
23	18				Y	Y	Y	
24	19					Y	Y	
25	20				Y		Y	
26	21				Y	Y	Y	
27								
28	22	Angus Kwan	Steers		Y	Y	Y	
29	23	Chanel Gopal	Coach		Y	Y	Y	
30	24	Zerlinda Chau	Manager				Y	
31								
32								

CONFIDENTIAL

Sep 2022 Aug 2022 Jul 2022 Jun 2022 May 2022 Apr 2022 Mar 2022

Calculation Mode: Automatic Workbook Statistics

Attendance



Take attendance each week

- Submit your attendance on the spreadsheet provided.
- Attendance data is very important to support budget requests.



How you keep track of it is up to you

Sample Method 1:

- Use a note on your phone.
- Type the names of the individuals present each week.
- Transfer the info to the Excel spreadsheet at the end of the month. Send to the Student Life Coordinator.

Sample Method 2:

- Use a physical attendance sheet.
- At the first meeting, members write their name and ID number on the list.
- At each meeting, members check off their own name.
- Transfer the info to the Excel spreadsheet at the end of the month. Send to the Student Life Coordinator.

Club Expenses

 **Each club is provided \$300 by Student Services to support club activities.**

It is possible for funding to be increased for a club that is doing well.

It is also possible for funding to be reduced for a club that is not as popular.

Anticipating expenses over \$300 in the semester? Prepare a projected budget and email the Student Life Coordinator!

 **Examples of appropriate expenses:**

- Equipment
- Classes or workshops
- Guest speakers
- Event admissions, such as conferences
- Materials for an activity, such as arts and crafts
- Promo materials for the club, such as a banner

 **What the club budget is not for:**

- Snacks
- Hiring coaches or instructors
- Booking facilities, such as a gym or studio

Club Expenses



Budget Request

Each club is allocated \$300.00 per semester. If you anticipate that you require more funding, please submit a business case stating your request and justifications. Below is an sample budget request.

During a semester, the Music Club meets for 2 hours once weekly for 13 weeks. Instrument rentals are the projected major expense of our club. Our club members use these instruments for rehearsals and performances.

The following is a monthly breakdown:

Long and McQuade Instruments (Monthly Rental)

\$94.08/month x3 months = \$282.24 + 1 week pro-rated \$23.52 = \$305.76/semester

1 bass (21.00/month), 1 acoustic-electric guitar (36.00/month), 1 acoustic guitar (13.00/month), 1 electric guitar (14.00/month)

Jamnasium Instruments (Weekly Rental)

\$37.28 x 13 weeks a semester = \$484.64/semester

1 solid state amp (7.50), 1 drum pack (8.00), 4 XLR (5.00), 4 mic (5.00), 1 keyboard (10.00)

TOTAL AMOUNT REQUESTED = \$790.40 PER SEMESTER

Risks

The instruments rented from Long and McQuade will be kept and stored by the member who is using them. The member is responsible for safely transporting the instrument to rehearsals and back home. The instruments are only used by the member for practicing at home or rehearsals at Jamnasium with the Music Club. They will not be used by other people or for other purposes beyond the Music Club.

Club Expenses



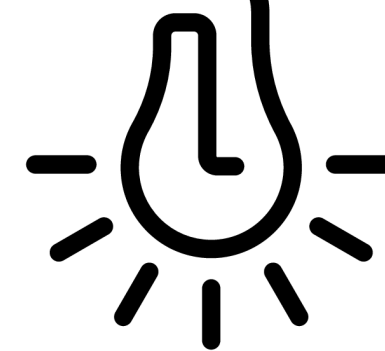
Making purchases

- There should be only ONE purchaser, ideally the Treasurer.
- Before making any purchase, please check with the Student Life Coordinator.
- For significant items over \$100, the Student Life Coordinator will make the purchase.
- For small purchases, the purchaser may make the purchase and submit original receipts for reimbursement. Please see below for reimbursement instructions.



Reimbursements

- A Void Cheque/Direct Deposit/Pre-Authorized Debit payment form is required from the purchaser.
- **Both itemized and transaction receipts are required.**
 - Itemized receipt (lists items)
 - Transaction receipt (shows credit/debit approved)
- Please make sure you do not lose your receipts!
Bank statements or posted transactions will NOT be accepted as they cannot fully explain the expense.



Original receipts must be submitted within 5 business days of purchase.

Club Renewal



Renew Your Club by the end of Final Exam Week

- Attendance
- Club Sponsor Timesheet
- Summary
 - Briefly describe your club's activities this semester. How did they align with your club's purpose and goals? What personal growth and/or life experiences have members gained this semester?
- Feedback
 - What are some ways the Student Life Coordinator may better support you in the future? (ie. training I could provide, ways to better communicate with you, other ideas to assist club leaders)
- Will your club be continuing next semester? Yes/No
- What day of the week? What time?

Duties and Responsibilities

Beginning of semester

Resource Day: Participate in Welcome Week to promote your club to the student body.
Website Updates: Communicate your plans to the Student Life Coordinators.

Throughout semester

General Duties: Record attendance. Maintain club budget. Execute your plan.
Delegation: Members enjoy being involved in club operations. Consider delegating tasks.
Communication: With club members, Sponsor, and the Student Life Coordinators.

End of semester

Prepare for Next Term: Plan ahead for success! Determine meeting day/time at minimum.
Renewal: Submit attendance, budget and club renewal via the [Club Renewal Form](#).
Deadline: End of Final Exam Week

Thank you!

CLUB LEADERS

Thank you for getting involved! Student leaders are an invaluable asset to the Columbia College community.



Columbia
College
founded 1936

