

ALEXANDER  
COLLEGE  
Club Manual

By the Student Life  
Unit (2022)



# Alexander College

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YOUR ROAD TO UNIVERSITY STARTS HERE!

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## Introduction to Alexander College Clubs

Alexander College has a variety of clubs from different areas of interest. Whether you are interested in learning a new language or meditation there's certainly something here for you. There are clubs of various sizes available, and always recruiting for new member and offering leadership positions, if you don't see an existing club that catches your eye, you can start a new club of your own.

Clubs are a great way to meet new friends, enhance your soft skills, earn valuable resume ready experience, network, and most importantly have fun. Clubs can be online or in person, so whether you're here in Canada or still overseas, we're encouraging you to connect with others around shared interests and passions to fill out your college experience.

## Club rules and how to create a club

Students, staff, or faculty who wish to create a club must first discuss with the Student Life Unit, ACSA senior executives, about the details of the club with oversight by Alexander College Executive Committee to ensure the proposed club meets the college guidelines listed below. Here are some of the guidelines that need to be reviewed prior to creating a club:

- 1) Purpose: What is the reason the student, staff or faculty wants to form a club?
- 2) Does the club conform to our school's policies and ethics (making sure the club does not promote any form of hate, is dangerous, offensive, or potentially create any form of conflict among other students)? (AC Website for more information: <https://alexandercollege.ca/student-success/office-of-student-affairs/misconduct/>)
- 3) Does the student or staff have leadership support (from peers) in running the club (often, one student or staff member will not have enough time and commitment into pushing their club), if not, what strategies does the student or staff have in recruiting and promoting more members into the club?
- 4) What kind of events does the student or staff have in mind regarding the club?
- 5) Sufficient written interest in the associated club with a minimum of 4 signatures from students that will participate. The same applies to a staff led club.

## Requirements for establishing and maintaining a club

- 1) **Budget:**
  - a. A club is entitled to \$50 per month. The amount per month must be used during that month and **CANNOT** be carried over.
  - b. Club leaders are responsible for paying for all club expenses up front and must retain **ALL receipts (including the original receipt and the debt or credit card receipt, if used)** and give it to the Student Life Unit, who will then fill out an expense form and submit it to the Student Financial Office for a refund. Student Life will then contact you by email, when it is ready for pick-up at the Burnaby Campus. All transactions must be shown on the original receipt.
  - c. If you need any food or supplies ordered in advance and do not want to purchase it yourself, you may ask the Student Life Unit for assistance.



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- d. Student/staff clubs receive their allotted budget per semester by the Student Life Unit. If they require more funding, they will need to submit a proposal to the Student Life Unit outlining the purpose of the extra budget.
- e. Please refer to section 3 below for further information regarding all clubs being responsible for managing and submitting their budgets.

## 2) Procedure for establishing a club:

- a. Once the purpose, the scope, and the activities of a club are established, then, the club leader must sit down with the Student Life Unit and review it.
- b. The Student Life Unit will then approve or disapprove the full funding, or just give partial funding.
- c. For tips on how to successfully run a club, please meet with the Student Life Unit.

## 3) Running a club:

- a. Keep track of club expenditures and submit incurred expenses and a summary of all expenses to the Student Life Unit, who will then submit it to the bookstore respectively.
- b. For any issues regarding membership, advertising, etc., please contact the Student Life Unit.
- c. If you need any food or supplies ordered in advance and do not want to purchase it yourself, you may ask the Student Life Unit for assistance.
- d. Student, staff or faculty led clubs must have a minimum of 4 students in order to successfully run during any given term.
- e. Please have all participants sign an **EVENT WAIVER form** if the event involves any risk. Please contact the Student Life Unit for the Event Policy and Form.
- f. Please note that some clubs are designed to be run in person, such as movie club or foodie club, and under current guidelines will require a vaccination pass. Make sure to confirm with the Student Life Supervisor if such a pass is necessary.

## 4) Student Life Department Contacts:

- i. Email address: [Studentlife@alexandercollege.ca](mailto:Studentlife@alexandercollege.ca)