

# ALEXANDER COLLEGE

# CLUB MANUAL



Student Life Unit (Sept 2024)



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# I. 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 new members 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.

## II. CLUB RULES & POLICIES

Students or staff members who wish to create a club must first discuss with the Student Life Unit (SL) & Alexander College Student Association (ACSA) the details of the club 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:

### a) Purpose

Each club at Alexander College led by students and/or staff must have a clear purpose enhancing values in accordance with the college values.

### b) Policies & Ethics

Clubs at Alexander College must follow the college's policies and ethics, as established in the Misconduct Policy, making sure the club does not promote any form of hate, it is dangerous, offensive, or potentially creates any form of conflict among other students.

(For more information visit: <https://alexandercollege.ca/student-support/student-rights-responsibilities/misconduct/>)

### c) Club Members

Clubs require sufficient interest from students. For this, each club is permitted to have 1 president & 1 vice-president and will need at least 4 signatures from students. Having enough peer participation is important for committing and pushing each of the club through the term. This applies for staff clubs as well. Alumni may act as advisors to the club but cannot hold executive positions.

### D) Term Planner Form & Monthly Budget Form

It is compulsory for every new club to fill in the Term Planner Form, every term. The Term Planner Form will include the activities and dates that the club will join and gather. It must contain a detailed explanation and be in accordance with the Monthly Budget Form. Monthly Budget Forms are requested to be filled in at least one week before the end of each month in order to have access to any supplies or food needed at the club meeting.



## II. CLUB RULES & POLICIES cont...

### e) Budget

A club is entitled to \$100 per month. The amount per month must be used during that month and CANNOT be carried over. If the club requires more funding, they will need to submit a proposal to the Student Life Unit outlining the purpose of the extra budget.

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### f) Advertising & Posters

Club Presidents are encouraged to advertise their own clubs on social media and other platforms. This advertising will be done through posters, pamphlets, or any other kind of marketing tools. Each poster will be reviewed by the Alexander College Student Association, or the Student Life Unit, for approval. (For more information check the Poster Guideline at the end of this document).

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### g) Attendance & Participation

Clubs are required to have a constant attendance of at least 4 members per meeting, for the whole term. Failure to comply with this attendance requirement will result in the club being CLOSED. Each president or vice-president must fill out the attendance form at the end of each meeting.



# III. STARTING A NEW CLUB

\*Step by step guide to starting a new Club at Alexander College:

## 1. Club Application Form

Before you can start your club, you must fill out the application form first.  
[https://forms.office.com/Pages/ResponsePage.aspx?id=7UYcMBq6LUSKVV\\_6jQBQVZZjzgnAwP1Ii1B0azMR6uBUNFgyWkZYWVJPRlo3Tkq1STJWMz hHWEJIUy4u&embed=true](https://forms.office.com/Pages/ResponsePage.aspx?id=7UYcMBq6LUSKVV_6jQBQVZZjzgnAwP1Ii1B0azMR6uBUNFgyWkZYWVJPRlo3Tkq1STJWMz hHWEJIUy4u&embed=true)

## 2. Gathering Participants

Once the application is submitted, you should focus on gathering participants who share the club's interests. Advertise your club through social media, campus posters, and word of mouth to attract members.

## 3. Filling the Term Planner Form & the Monthly Budget Form

After gathering participants, you'll need to fill out the Term Planner Form and Monthly Budget Form. You can contact the Alexander College Student Association or the Student Life Unit for assistance in completing these forms.

## 4. Establishing the Club

Once the purpose, the budget, the activities and the advertising posters of the club are established and completed, then the Club President or Staff member must discuss with the Student Life Unit for review.

## 5. Event Waiver

Please have all participants sign the EVENT WAIVER if the event or club involves any risk or meeting outside the facilities of Alexander College. For more information contact the Student Life Unit for Event Policy Form.

## 6. Deadlines for Starting a New Club

New clubs can be established during specific deadlines throughout the academic year:

- Fall and Winter Terms:** New clubs can be formed until the end of Week 4 of the first month of the term.
- Spring Term:** New clubs can be established until the end of Week 24 of the first month of the term.
- Summer Term:** New clubs can be formed until the end of Week 14 of the first month of the term.

Please note that any club submissions received after these deadlines will be considered for the following term. Clubs established after the deadline will be postponed to the next term.



***"Coming together is the beginning.  
Keeping together is the process.  
Working together is  
success."***



## IV. FORMS & WAIVERS REQUIRED

\*To ensure the safe operation of the club, the following forms must be completed.  
Please note: \*Only the necessary forms need to be filled out and submitted.

### a. Online Application Form

The survey will take approximately 10 minutes to complete. This proposal is meant to provide a better understanding to the Student Life Unit of your reasoning for starting a club, including your expectations and goals for the term.

### b. Term Planner Form

Describe the activities and topics that will be covered during the club meeting. If you have any special events planned, please include the date and time.

### c. Monthly Budget Form

A Monthly Budget Planner is essential for effectively managing club finances, helping you track expenses, prioritize savings, and make informed decisions to achieve running a club successfully.

### d. Borrowing Waiver

Filling in a Borrowing Waiver is essential for tracking the use of office equipment and ensuring that items are returned in good condition. It also creates a record of responsibility, protecting both the borrower and the college in case of loss or damage. Any damage incurred will be the student's responsibility to address and pay for.

### e. Release of Liability & Assumption of Risk Form

Completing a Release of Liability & Assumption of Risk Form provides a clear legal understanding between parties, safeguarding organizers from potential claims arising from unforeseen incidents or injuries, acknowledges participants' awareness of the risks involved in an activity, and voluntarily assumes these risks, thereby clarifying that they are responsible for their own safety and well-being, not the college or Student Life Unit.

### f. End of Term Report

At the conclusion of each term, either the Club President or vice-president is required to fill out the online End of Term Report form. This report is essential for evaluating the club's performance and ensuring its continued success in the upcoming term.

“***"Talent wins game, but teamwork & intelligence wins championships."***  
~***Michael Jordan***”

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# V. OPERATING & RUNNING THE CLUB

\*Clubs are a great responsibility and running it successfully can be difficult, if it's your first time. Here are some suggestions that the Alexander College Student Association recommends following for a successful club performance:



## 1 Tracking Expenditures

Keep track of club expenditures and submit on time the Monthly Budget Form.

## 2 Contact ACSA & SL

For any issues regarding membership, advertising, etc., please contact the Student Life Unit or Alexander College Student Association.

## 3 Support Provided by ACSA

The Alexander College Student Association, in conjunction with the Student Life Unit, will always be open to help in organizing, promoting and guiding your club to achieve its goals.

## 4 Keep Members Informed

Keep your members updated and remind them of meeting dates.

## 5 Cancelling or Rescheduling Meetings

Final exams, final papers, emergencies, and other circumstances may arise. We understand that these things happen, and it's okay to cancel or reschedule a meeting. However, please notify Student Life or the Alexander College Student Association at least one hour before the meeting.

## 6 Event Waiver Form

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 Form.



## VI. END OF TERM REPORTING

At the end of each term, the Club President or vice-president must complete the online End of Term Report form, to assess how your club did and ensure the success of it continuing into the next term.



## VII. CONTACTS & SOCIAL MEDIA

Email address: [studentlife@alexandercollege.ca](mailto:studentlife@alexandercollege.ca)

Email ACSA: [acsa@alexandercollege.ca](mailto:acsa@alexandercollege.ca)

Instagram: @ac\_sa

In person: Student Support Unit, inside Burnaby Campus Library, 8:30am-4:30pm

## VIII. APPENDIX

In the following section you will find the documents required to create a club.



# a. Term Planner Form

Please display the activities and topics that will be discussed during the club meeting. If there is any special event in mind, please specify the date and timings.

During the term, there will be 12-14 weeks to develop the club. However, it is NOT mandatory to have a meeting each week. For example, if the Club is Bi-weekly, there will only be 6 meetings during a 12 week term.

## ACTIVITIES/TOPICS/DISCUSSIONS (eg. Our first session will cover the basis of...)

<b>Meeting 1</b> Date:	
<b>Meeting 2</b> Date:	
<b>Meeting 3</b> Date:	
<b>Meeting 4</b> Date:	
<b>Meeting 5</b> Date:	
<b>Meeting 6</b> Date:	
<b>Meeting 7</b> Date:	
<b>Meeting 8</b> Date:	
<b>Meeting 9</b> Date:	
<b>Meeting 10</b> Date:	
<b>Meeting 11</b> Date:	
<b>Meeting 12</b> Date:	



## b. Monthly Budget Form

Please note that the only authorized sites for orders are **Amazon.ca, Instacart, and Doordash**. Keep in mind that delivery times may vary, and orders may not arrive on time if not placed promptly.

**Budget: \$100**

**Month:**

### SUPPLIES:

Description	Price	Amount	Total	Where to Buy
	\$		\$	

**PRICE TOTAL: \$**

### Disclosure

Please be aware that if you need to borrow any office equipment (e.g., markers, TV, projector, speaker, etc.), you must complete the Borrowing Waiver every time. Additionally, a staff member must sign off on the item when it is returned.

### FOOD:

Description	Price	Amount	Total	Where to Buy
	\$		\$	

**PRICE TOTAL: \$**

### \*NOTE

This document must be sent 1 week prior to the end of each month. This will ensure your club will have the supplies required each time throughout the month.



## c. Poster Guidelines

### Objective

The poster should effectively convey key information about Alexander College in a visually appealing manner. It should reflect the college's values, brand, and unique selling points to engage and inform the students about the upcoming events and/or clubs.

### Branding and Visual Identity

- Logo: Ensure the Alexander College/ACSA logo is prominently displayed. It should be high-resolution and placed in a way that maintains visual balance.
- Colors: Use colors appealing to the main theme of the poster. Feel free to play around with colors and shapes.
- Fonts: Use visual and readable fonts. Typically, use a combination of a bold headline font and a readable body font.
- Imagery: Use high-quality, relevant images that reflect college life, academics, and campus environment. Avoid stock images that do not align with the college's identity.

### Content

- Headline: Create a compelling and clear headline that captures the essence of the poster's message.
- Body Text: Include essential information such as:
  - Program highlights
  - Upcoming events
  - Admission deadlines
  - Contact information
  - Key achievements or unique aspects of the college
- Call to Action: Include a clear and engaging call to action, such as "Apply Now," "Visit Us," or "Learn More"

### Review and Approval

- Proofreading: Double-check all text for spelling and grammatical errors
- Feedback: Share drafts with ACSA Members for feedback and make necessary revisions
- Final Approval: Obtain final approval from the designated ACSA Member before printing

### Additional Tips

- Consistency: Ensure all posters align with previous designs and institutional materials for brand consistency
- Engagement: Aim for a design that grabs attention and encourages engagement, whether through a visually striking layout or interactive elements