

ALEXANDER COLLEGE CLUB MANUAL

Student Life Unit



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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 topics 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. STARTING A NEW CLUB

1st. Fill out the Club Application Form

Before you can start your club, you must fill out the application form first.

[https://forms.office.com/Pages/ResponsePage.aspx?](https://forms.office.com/Pages/ResponsePage.aspx?id=7UYcMBq6LUSkVV_6jQBQVZZjzgnAwP1Ii1B0azMR6uBUNFgyWkZYWVJPRlo3Tkg1STJWMzhHWEJIUy4u&embed=true)

[id=7UYcMBq6LUSkVV_6jQBQVZZjzgnAwP1Ii1B0azMR6uBUNFgyWkZYWVJPRlo3Tkg1STJWMzhHWEJIUy4u&embed=true](https://forms.office.com/Pages/ResponsePage.aspx?id=7UYcMBq6LUSkVV_6jQBQVZZjzgnAwP1Ii1B0azMR6uBUNFgyWkZYWVJPRlo3Tkg1STJWMzhHWEJIUy4u&embed=true)

2nd. Wait for Student Life's Approval

Once your application id approved, you will receive confirmation from Student Life, and you can proceed with the next steps in your planning. Please allow sufficient time for this review process.

3rd. Detail your Availability

Please detail your preferred availability for club meetings, including days, times, and frequency. Provide a few different options that work for your group. Student Life will secure and confirm the room for you.

4th. Start Advertising Your Club

Begin promoting your club to attract members. Use campus bulletin boards, social media, and other communication channels to share your club's activities, goals, and meeting times. The more you advertise, the more likely you are to engage new members.

5th. Submit your Term Planner and Monthly Budget Form

Complete and submit your Term Planner, outlining your club's activities for the term, along with the Monthly Budget Form, detailing any financial needs. These documents are essential for approval and to ensure your club's activities are well-supported. Make sure that they are submitted two weeks before the month ends.

IMPORTANT: Deadlines for Starting a New Club

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

- **Winter, Spring and Fall Term:** New clubs can be established until the end of Week 1 in the first month of the term.
- **Summer Term:** New clubs can be formed until the last week of the previous term (Spring 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.**
”



III. CLUB RULES & POLICIES

Students or staff members who have an interest in creating a club, must discuss with Student Life and Alexander College Student Association (ACSA) the details, vision and purpose of their club. Once the requirements described in Chapter II, "STARTING A NEW CLUB" have been met, Alexander College Clubs meetings must follow the rules and policies described in further paragraphs:

a) Purpose

Each club at Alexander College led by students and/or staff must have an articulated **goal that outlines the club's core objectives, values, and activities**. This articulated goal will serve as a guiding vision that keeps the club focused and aligned with its goals but also and most importantly, relevant to its members.

b) Policies & Ethics

Alexander College has **zero tolerance policy for violence and discrimination**. All club attendees must adhere to the institution's ethical guidelines as outlined in the Misconduct Policy and maintain appropriate behavior during club meetings.

Students are expected to uphold the college standards of conduct, and failure to do so may result in a misconduct report, which depending on the severity of the violation, could lead to various consequences.

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

c) Club Leaders

For a club to operate is **mandatory to have both a President and a Vice-President**. The President is responsible to moderate the club's planned activities and/or discussions. However, in the President's absence, the Vice-President shall assume their role and responsibilities.

Alumni may act as advisors to the club but cannot hold executive positions.

d) Term Planner Form

Each term, whether the club is newly formed or ongoing, the President is responsible for completing the Term Planner form. The form must include:

- I. Dates and frequency of meetings/activities throughout the term;
- II. A detailed explanation of the activities or discussions planned for the term;
- III. The purpose, intended impact, or goals of each activity;
- IV. Any planned partnerships with other clubs, departments, or external organizations;
- V. Any materials, funding, or approvals needed for activities.

The Term Planner form must be submitted **2 weeks before the month ends to ensure the plan is followed**. Failure to submit the form on time or follow the plan will result in Student Life being unable to accommodate the club's requests and may lead to suspension if necessary.

e) Monthly Budget Form

Each month, every club is granted a **\$100.00 CAD** budget to purchase materials and food required for club activities and meetings. The monthly budget is **not accumulative and can only be spend during the month for which is granted**.

The President is responsible for completing the Monthly Budget Form and submitting it via email to studentlife@alexandercollege.ca, with acsa@alexandercollege.ca in CC at least **two weeks before the end of each month to ensure timely processing**. If the club requires additional funding, the President of the club shall submit a justification detailing the extra budget and its intended purpose, which can only be approved at Student's Life discretion.

III. CLUB RULES & POLICIES cont...

f) Adverstising & Posters

Club Presidents are encouraged to promote their clubs on social media and other platforms. This can be done through posters, and/or other marketing materials. All advertising materials must be reviewed and approved by either Alexander College Student Association (ACSA) or Student's Life office. **For further details, refer to the Poster Guidelines section of this manual.**

g) Attendance

Is mandatory for every club to have a **minimum attendance of four members—excluding the President and Vice-president of the club — at each meeting.** During the meeting, either the President or Vice-president of the club must take an attendance sheet with the name, and signature of participants. This attendance sheet must be submitted to Student Life's staff at the end of each term. Failure to meet any of these requirement three times within a term may result in the club being dissolved at any point during the current term.

h) Language & Inclusivity

In order to maintain a peaceful, inclusive and respectful environment at club meetings, **all attendees must communicate exclusively in English**, regardless of their race, background, or native language. This ensures that every participant can fully engage and contribute to the activities planned for the meeting. The President and Vice-President of the club are responsible for enforcing this policy, and failure to do so will be their sole responsibility. Repeated issues and/or complaints arising from non-compliance of this policy may result in consequences such as written warnings, removal from leaderships, or, in severe cases, the dissolution of the club.

i) Respect for Noise and Order in Class

All club members are expected to respect the noise levels and maintain order in the spaces they use for meetings and activities. **It is the club's responsibility to ensure the environment remains respectful and conducive to learning.** If a complaint is received regarding noise or disruptions, a warning will be issued. If the issue persists, further discussion will be required to determine appropriate actions.

j) Clubs Collaboration

Club collaborations are permitted as long as the partnership aligns with the objectives, values, and purpose of the participating clubs. The purpose of the collaboration must be clearly outlined in the **Event Request Form (see below)**, which must be submitted to Student Life by the involved parties. This form should explicitly describe the reason, timing, and execution of the collaboration, emphasizing how it will be beneficial or appealing to both the clubs and their participants. Budget for collaborations is allocated as follows:

No. of Clubs Participating	Budget Allowed
Two clubs	\$200.00 CAD
Three clubs	\$300.00 CAD
Four clubs	\$400.00 CAD
Five or + clubs	\$500.00 CAD

IV. FORMS & WAIVERS REQUIRED

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. [CLICK HERE FOR FORM.](#)

b. Term Planner Form

Describe the activities and topics that will be covered during the club meeting. Please make sure to follow this planner throughout the month. Any changes need to be informed to the Student Life Department and ACSA. Additionally, be aware of the submission deadline.

[REFER TO APPENDIX FOR FORM.](#)

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. Please be aware of the submission deadline. [REFER TO APPENDIX FOR FORM.](#)

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. [CLICK HERE FOR FORM](#)

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. [REQUEST THE FORM TO STUDENT LIFE UNIT IF NEEDED.](#)

f. Event Request Form

Clubs are welcome to organize events on campus, as long as they comply with the college's established rules and there is a clear reason for hosting the event. To receive approval, clubs must send an email to the Student Life department. In response, we will provide the event request form, which must be filled out promptly in order to move forward with the event planning process. [REQUEST THE FORM TO STUDENT LIFE UNIT IF NEEDED.](#)

g. Club Collaboration Form

This form allows clubs to express interest in collaborating with other clubs on events, projects, or initiatives. Please note that Student Life must approve the collaboration before it can proceed. [REFER TO APPENDIX FOR FORM](#)

h. 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.

[CLICK HERE FOR FORM.](#)

V. RECOMMENDATIONS FOR RUNNING A SUCCESSFUL CLUB

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



1 Respect the Deadlines

Be mindful of submission deadlines for all required forms. Timely submissions are essential for the smooth running of your club's activities.

3 Be On Time:

If your club meeting starts at a certain time, ensure you are there on time. Additionally, if you are unable to attend or lead the meeting, please provide at least 24 hours' notice.

5 Communicate with Student Life and ACSA:

We're here to support you! Please keep us informed about any changes or challenges, and we'll do our best to assist you.

2 Follow Your Term Planner:

We provide you with the freedom to plan your activities, so it's important to follow your planner and stick to the plan you've created for your club.

4 Keep Members Informed

Keep your members updated and remind them of meeting dates.

6 Respect Each Other:

Clubs should be a space where everyone feels respected and valued. Promote a positive, inclusive environment where members can learn, grow, and collaborate.

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 the club performed and ensure its continued success in the next term. Remember, it is important to keep track of attendance throughout the term, as we will be asking for this information when submitting the report.

[CLICK HERE FOR FORM.](#)



VII. CONTACTS & SOCIAL MEDIA

Email address: studentlife@alexandercollege.ca

Email ACSA: acsa@alexandercollege.ca

Instagram: @ac_sa

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

VIII. APPENDIX

In the following section you will find the documents required to create a club. We recommend you to fill it out digitally through this website: <https://www.ilovepdf.com/edit-pdf> or any other platform you feel comfortable with.



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...)

Meeting 1 Date:	
Meeting 2 Date:	
Meeting 3 Date:	
Meeting 4 Date:	
Meeting 5 Date:	
Meeting 6 Date:	
Meeting 7 Date:	
Meeting 8 Date:	
Meeting 9 Date:	
Meeting 10 Date:	
Meeting 11 Date:	
Meeting 12 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 2 weeks prior to the end of each month. This will ensure your club will have the supplies required each time throughout the month.



c. Club Collaboration Form

Please fill out the form below to request approval for collaboration with another club.
This should be submitted just by 1 member of any of the clubs collaborating.

CLUBS COLLABORATING

Club Name:

Club Name:

Club Name:

Club Name:

PLEASE INDICATE THE REASON YOU ARE COLLABORATING

Date of Collaboration: _____ Time: From _____ to _____

PLANNED ACTIVITIES/EVENTS FOR COLLABORATION



Activity 1:

Activity 2:

Activity 3:

Activity 4:



MATERIALS OR RESOURCES NEEDED

Please list everything you need and where to find them.



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