

CLUB REQUIREMENTS

IN ORDER TO MAINTAIN ACTIVE STATUS & RECEIVE FUNDING CLUBS MUST ABIDE BY THE FOLLOWING:



WHERE TO BEGIN

CONSTITUTION & CLUB ROSTER

- Review the Club Rosters at your campus to ensure no similar club already exists at broward.edu/StudentLife
- Identify & recruit students and find an Advisor for your club.
 - Club Rush is a great way to recruit members.
- Complete the Registration Packet including:
 - Club Constitution
 - Club Roster
- Turn your completed packet into Student Life.



ONCE YOU'RE REGISTERED REQUIREMENTS

1. Attend Club Training

Training dates & locations are listed in the Registration Packet.

2. Advisor Training

Advisors play a critical role in your success as a club. They help you reserve spaces and make purchases. Ensure they are up for the job & attend the required training.

3. Required All Club Meetings

Ensure at least one member of your club attends these meetings that occur twice a semester. These meetings keep you on track and give you an opportunity to meet with other club leaders and promote your club and its activities.

4. Host Monthly Meetings

Keep your members active and involved. Host at least one meeting a month to discuss club business and plan upcoming events & activities.

5. Events / Activities

What is a club without events or activities? Hosting at least one event per term ensures student clubs remain active, engaged, and provide continuous value to their members.

SPRING TERM

Already registered in Fall and want to stay active in Spring?

CLUB ROSTER

Ensure that you send an updated club roster each semester to Student Life. Be sure to follow the template provide in the Registration Packet.

IMPORTANT

MONTHLY CLUB REPORT

Student Life tracks your activity and status through your submission of Monthly Club Reports. If you do not submit these reports, you are subject to suspension as a club. Suspended clubs lose access to meeting rooms, hosting events, and all finances including travel.

<https://bit.ly/BCclubreport>

