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# **Club & Affinity Group Handbook**

## **2024-2025**

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# Intro

Club Board supports student organizations at North Seattle College. We help clubs and affinity groups with funding access, resources and leadership practice. Club Board is committed to providing spaces for students who want to cultivate a sense of belonging and leadership to empower their communities.

## MEET YOUR STUDENT LEADERSHIP STAFF

### Club Board

Student Leaders

[nscstudentclubs@seattlecolleges.edu](mailto:nscstudentclubs@seattlecolleges.edu)

Our Club Board Student Leaders are your contact for general club and affinity group-related questions and concerns including event planning, meeting resources, leadership opportunities and more!

### Ruby Cavallo *(She/They)*

Club Board Advisor

[ruby.cavallo@seattlecolleges.edu](mailto:ruby.cavallo@seattlecolleges.edu)

Our Club Board Advisor is your contact for specific club and affinity group-related questions regarding room reservations, funding, and field trips.

# I. How to get Started

## HOW DO I START A CLUB OR AFFINITY GROUP?

- 01** | **Create an Idea** – Choose a goal and purpose for a student organization. [Check our list of student clubs and affinity groups](#) to make sure that a similar one doesn't already exist.
- 02** | **Get Support** – Find an advisor who can support your club's goals. Advisors can be any current NSC faculty or staff member.
- 03** | **Submit an Application** – [Fill out our short online application](#)  
*Note: To fill out the application, you must have the contact information of your club advisor*
- 04** | **Attend Orientation** – If your application is approved, our team will reach out to you using the email you provided to schedule your club orientation.
- 05** | **Grow Membership** – Connect with new members by promoting your club on campus bulletins, social media, events, etc.

## HOW TO RENEW YOUR CLUB/AFFINITY GROUP FROM LAST SCHOOL YEAR

If your student club or affinity group will continue as an active student organization, here's how to renew your club or affinity group at the start of Fall Quarter:

- 01** | Fill out the [Club Renewal & Updated Information](#) form.
- 02** | Create new promotional materials if contact info has changed.

## CLUB PERKS

### All Student Clubs & Affinity Groups can:

- Request funding for activities/events up to \$500 per year

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## How to get Started

- Host activities and events on campus
- Meet regularly at North Seattle College
- Access to Student Leadership resources (Examples: printing, craft supplies, decorations, etc.)
- Request additional funding if available

## RECOMMENDATIONS FOR NEW CLUBS & AFFINITY GROUPS

<b>Create Community Guidelines</b>	<b>Set Club Meeting Times</b>
Work with your club or affinity group members and advisor to create a set of inclusive group agreements for everyone to follow.	Work with your club or affinity group members and advisor to set a consistent meeting time to plan club activities and goals.
<b>Create a Recruitment Flyer</b>	<b>Participate in Club &amp; Resource Fairs</b>
Design your own or submit a <a href="#">Design Request</a> for our Club Board Student Leaders to create a flyer for your club or affinity group. Email your flyer to Club Board to be posted on campus bulletin boards: <a href="mailto:nscstudentclubs@seattlecolleges.edu">nscstudentclubs@seattlecolleges.edu</a>	Host an informational table at one of our Club & Resource Fairs at the beginning each quarter.

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## II. Resources & Ongoing Support

As a student organization at North Seattle College, you have access to the following resources and support!

### SPACES FOR MEETINGS AND APPROVED EVENTS



To reserve a room,  
[please fill out this online form.](#)

***Note - Meeting space is limited and is not guaranteed that the preferred space will be available.***

Clubs and affinity groups are allowed to hold meetings, programs, and activities on campus. All current COVID protocols must be followed. *Keep in mind that these protocols may change and shift throughout the year.*

#### **Some ground rules:**

- ⊘ When using space on campus, you are responsible for cleaning up after your meeting or event. If you move tables and chairs, you are responsible for re-organizing the room to the way it was when you entered.
- ⊘ Show respect to other student groups. Make sure to arrive and leave your meeting or event space within your scheduled times to not take time away from other student meetings. If you need extra time for setup or cleanup, please let Club Board know when you fill out the room reservation form.
- ⊘ Be mindful when using any requested technology and report any broken or missing equipment to Club Board.

#### **ONLINE RESOURCES**

Our team also recommends the following online tools.  
Need help? Contact [NSCStudentClubs@Seattlecolleges.edu](mailto:NSCStudentClubs@Seattlecolleges.edu)



### **Microsoft Teams**

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Microsoft Teams is a great tool if you want to meet with your club or affinity group remotely. As a NSC student, you have full access to Microsoft Teams with your Seattle Colleges account.



### **Discord**

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Many clubs and affinity groups use Discord as their main communication platform to chat in real time.

## **EQUIPMENT**

Over the years, the Student Leadership Office has built up an inventory of equipment and supplies available for club use. From decorations to polaroid cameras, we can support various club activities. If you have a specific item that you are looking for and are curious if Student Leadership may have it, please reach out to our Club Board email.

[nscstudentclubs@seattlecolleges.edu](mailto:nscstudentclubs@seattlecolleges.edu).

## **PROMOTIONAL RESOURCES**

### **Flyer/Poster Guidelines**

Our Club Board Student Leaders are responsible for posting all requested club and affinity group flyers on campus bulletins. All clubs and affinity group advertisements must have the following to be posted:

- North Seattle College logo
- Name of club or affinity group
- Description of club or affinity group meetings and/or event
- Club or affinity group email
- Accommodations statement: "To request accessibility related accommodations, please contact Disability Services at [ds@seattlecolleges.edu](mailto:ds@seattlecolleges.edu)"



### Club Board Network

Need to get the word out about your meetings or events? Submit the following Promotion Request Form to have your flyer posted on NSC bulletins, campus TV's, Student Leadership's social media and/or campus wide emails.



To promote meetings or event  
[please fill out this online form.](#)

### Copying & Printing requests

Clubs and affinity groups can print all necessary printouts for meetings or events.

To do so, submit a Print Request at least 2 business days in advance.

*Whenever possible, please submit the source file (examples: PSD, Google Slides, PowerPoint) in case we need to make color-edits.*



To make a print request,  
[please fill out this online form.](#)

### Club Emails

Each student organization can request a @seattlecolleges.edu account that multiple club leaders can manage. To receive a club email, please email [ruby.cavallo@seattlecolleges.edu](mailto:ruby.cavallo@seattlecolleges.edu) with the following info:

- The president's name and seattlecolleges.edu email
- The advisor's seattlecolleges.edu email
- What you would like the email name to be. (Example: [leftclub@seattlecolleges.edu](mailto:leftclub@seattlecolleges.edu))



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## III. Planning Events/Activities

### CLUB & AFFINITY GROUP MEETINGS

*(Plan at least 1 week ahead for room reservations and 2 weeks ahead for funding requests)*

To reserve a room on campus for your meetings, please submit the [Room Reservation Form](#). To make purchases with your funding, please submit the [Funding Request Form](#).

### CLUB & AFFINITY GROUP EVENTS

*(Plan 2-3 weeks ahead of time)*

When your club would like to plan an event, please fill out the [Room Reservation Form](#) and the [Event Request Form](#). If you would like to use your funding for an event, please submit the [Funding Request Form](#)

### STUDENT LEADERSHIP EVENTS

**Club & Resource Fair** - These are held during the first month of Fall, Winter, and Spring Quarter. All clubs, affinity groups and resources are invited to table in the Grove to showcase their organization and connect with students. These quarterly fairs are a great way to promote your club or affinity group and grow membership!

**SpringFest** - This is North Seattle College's biggest event of the year, and it is typically held in May in the Grove Courtyard. This is a booth style fair with performances, food, games and prizes. All clubs and affinity groups are encouraged to host an interactive table.

**Co-host an event with Student Leadership** – Student Leadership plans many social and cultural events throughout the school year such as Lunar New Year, SpringFest and Pride Party. Interested in co-hosting an event with our team? Contact [jeane.d.robles@seattlecolleges.edu](mailto:jeane.d.robles@seattlecolleges.edu)

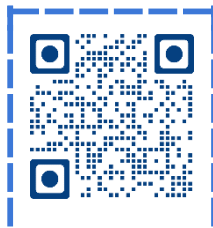
### HOW DO I PLAN AN EVENT?

- 01 | Define the Purpose of your Event** - Ask yourself: "Why are we hosting this event? Some common answers are to increase club visibility, attract new members or to raise awareness for an issue.

- 02 | Design the Event** - Don't underestimate the time it takes to plan an event! As you go through the [Event Request Form](#), finalize details such as the event date and work backwards in determining how long each task needs to be completed.
- 03 | Promote your Event** - At least 1 week before your event, make sure to promote your event over social media, on campus, share with your professors, and more!
- 04 | Do it!** - At the event, make sure you put the experience of your guests first. Is it easy for them to navigate the venue? Are directions and flow clear? It is usually a good idea, especially with larger events, to schedule at least two people to serve as "runners" who can get extra chairs, replenish napkins, etc.
- 05 | Debrief and Assess your Event** - After your event, meet with your club to talk about what went well, what were challenges, what you can improve. You can also send a survey to people who attended your event to hear from them.

## IV. Club Funding: How does it work?

As an official North Seattle College Student Organization, you have access to funding through the Services and Activities (S&A) fee. The Student Fee Board (SFB) allocates funds equitably to all requested programs and organizations each spring. If a club or affinity group uses their total \$500 budget, they can apply for additional funding using the [General Fund Request Form](#). The SFB will review applications and award additional funding upon request. The total amount available to clubs and affinity groups varies each year depending on the General Fund budget set by the SFB in the spring.



### HOW TO REQUEST FUNDS

Fill out our [Fund Request Form](#) or scan the QR code! If Club Board approves your request, Ruby will work with you on your purchases.

Before requesting funding, please look at the chart on the right to make sure you're giving enough advance notice. Any request sent without notice will be denied.

- **Food** - If you have food or drinks at your meeting event, you will need a sign-in sheet with guests' names and emails. Please email your sign-in sheet to [Ruby.Cavallo@seattlecolleges.edu](mailto:Ruby.Cavallo@seattlecolleges.edu) by the day after your meeting or event.
- **Travel/lodging** - As soon as an event schedule/agenda comes out, please work with your advisor and Ruby to fill out travel paperwork.



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## Club Funding: How does it work?

### What we Cannot Fund

At the moment, we cannot process reimbursements or any purchases above \$3,500. Club funding also can't be used for [Programmatic activities](#).



### KEEPING TRACK OF IT ALL

Clubs and affinity groups are responsible for tracking all approved purchases. Please make sure your club leadership is aware of your remaining budget throughout the year.

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## V. Expectations for Student Organizations

### REQUIREMENTS FOR CLUB AND AFFINITY GROUP ACTIVE STATUS

To maintain an active student organization status, you must do the following:

- Have a president and a vice-president
- Have an advisor
- Hold at least one meeting per month
- Host at least one event per academic year or participate in one Club & Resource Fair

In addition, clubs & affinity groups must follow NSC Student Conduct Policy & Procedures.

Examples of misconduct include:

- Discriminatory conduct against a student or an employee.
- Sexual misconduct: Harassment, intimidation, violence.
- Harassment: Unwelcome and offensive.
- Academic dishonesty, including cheating and plagiarism.
- Forgery, alteration, or misuse of documents and false statements.
- Assault, physical or verbal abuse, threat(s), intimidation, bullying, cyberbullying, stalking, harassment of any person on district property.
- Theft, damage, misuse, or possession of district or personal property.
- Weapons: Possession or use of any device or substance which can inflict bodily harm or damage property.
- Hazing of any kind.
- Possession, consumption, or being under the influence of alcohol, or selling alcohol.
- Smoking inside a campus building or where smoking is not authorized.



[Visit the Student Conduct Procedures page for more info](#)

## EXPECTATIONS FOR CLUB AND AFFINITY GROUP LEADERS

Student leaders for clubs and affinity groups set the tone, intention, and culture of student groups. For many club and affinity group leaders, this may be your first time leading a group, which can be exciting and nerve-wracking at the same time.

Your advisor and Student Leadership staff are here to help you navigate learning new skills as you support your club or affinity group goals, members, and overall mission.

### **Club Officers are expected to:**

- Have knowledge of the clubs' purpose and objectives. Be knowledgeable and adhere to the Policies and Procedures of this Clubs & Affinity Groups manual and of North Seattle College.
- Complete and submit [Quarterly Reports](#) by the last week of fall, winter, and spring quarters.
- Be responsible for notifying the Student Leadership Office when there is a change in any club or affinity group information ([Club Renewal & Updated Information Form](#))
- Maintain club membership of actively enrolled North Seattle students.
- Read and review all emails sent by the Clubs Board and forward to club and affinity group members.
- Organize and facilitate meetings.
- Effectively plan meetings, events and activities.

## EXPECTATIONS FOR CLUB ADVISORS

Advisors help students take full advantage of co-curricular learning and serves as role models and mentors for members of student organizations. Responsibilities include:

- Attend at least one meeting per quarter.
- Serve as a resource and guide and help students find resources.
- Be aware of the purpose and objectives of the club.
- Be aware of the regular meeting time and place of the club.
- Assist club officers and members in activities, programs, and budget planning.

As a club or affinity group advisor, please familiarize yourself with the [Killian Guidelines](#). This details the full list of activities that club funding can be used for.



## Expectations for Student Orgs

If this is your first time as a club or affinity group advisor or if you need assistance determining your level of involvement, please reach out to [Ruby.Cavallo@seattlecollegese.edu](mailto:Ruby.Cavallo@seattlecollegese.edu)

## VI. Common Questions

### **Are there any requirements to be a club president?**

All currently enrolled NSC students are allowed to be club presidents.

### **Can I personally keep items bought with club funds?**

Everything bought with club funds remains the property of the club. If a club is inactive, it becomes part of Student Leadership for other student organizations.

### **Do clubs operate during the summer?**

For most clubs, the summer quarter is a time to take a break and regroup. You're welcome to continue meeting informally, but club funding requests, room reservations and event requests can only be submitted September through June.

### **How can I become a part of Club Board?**

Club Board opens new applications for paid positions every spring! All currently enrolled NSC students are encouraged to apply. For more information, email [Ruby.Cavallo@seattlecolleges.edu](mailto:Ruby.Cavallo@seattlecolleges.edu)

### **As a club leader, can I buy club supplies, food, etc. and then ask for a reimbursement?**

No, we cannot process any reimbursements for clubs or affinity groups.

### **Where are all the form?**

- [Club Activation Form](#)
- [Club Renewal & Updated Information Form](#)
- [Event Request Form](#)
- [Funding Request Form](#)
- [Room Reservation Form](#)
- [Quarterly Report](#)

Must be submitted with Seattle Colleges email to upload file:

- [Promotion Request Form](#)
- [Print Request Form](#)
- [Design Request Form](#)