

# So You Want To Start A Club?

## A Guide for Prospective Clubs

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### How to Start a Club

#### a. Things you should know

Starting a club gives you the opportunity to use Student Activities funds to promote extra-curricular interests. After all, you decided to come to college rather than stay home and educate yourself in a library. Have some fun in your spare time, and get some other people interested in the things you like to do!

Clubs at Olin are organized under the Caucus of Clubs and Organizations (CCO), which is a committee of Council of Olin Representatives (CORE), the central student government body at Olin. Each club has a President, who is a member of CCO. The Vice President of Campus Life (VPCL) is the member of CORE's Executive Board who is responsible for organizing and overseeing clubs. The VPCL can be reached by e-mailing [CORE@olin.edu](mailto:CORE@olin.edu).

There are essentially only four things you need to do to start a club:

1. Find at least 3 other members for the club
2. Fill out the Club Proposal Form (which includes a mission statement and a club description)
3. Write a charter for your club (or use the CORE Default Charter)

#### b. How to write a club proposal

The club proposal form is kept on the CORE studentgroups folder at: [\\fsvs01\studentgroups\core\Clubs and Organizations\Club\\_Proposal\\_Form.pdf](\\fsvs01\studentgroups\core\Clubs and Organizations\Club_Proposal_Form.pdf)

You should fill out the relevant information (your name, the date, a president, at least 3 other members, a title and description of the club, and a mission statement). The completed form should be sent to the Executive Board ([core@olin.edu](mailto:core@olin.edu)) along with the charter.

#### c. How to write a mission statement

The mission statement helps your club to focus and be goal-oriented. It helps preserve the intent of your club long after you are gone. CORE is interested in your mission statement partly to ensure that your club has a focus, and partly to aid it in making decisions on funding. Creating a mission statement is something you might want to do with all of your signed members as you are creating your application.

You can find an extensive guide on how to write a good mission statement at: [\\fsvs01\studentgroups\core\Clubs and Organizations\New Club Packet\mission\\_statement.pdf](\\fsvs01\studentgroups\core\Clubs and Organizations\New Club Packet\mission_statement.pdf)

Some highlights from that document:

- Use infinitive action verbs like to promote, to foster, to provide or to enable. These verbs promote goals that are longer term.
- Avoid describing exactly how you are going to meet those goals. Let that be a flexible aspect of your organization.

- Immediate plans, like “I’m going to buy a model airplane with club funds,” don’t really fit in a mission statement.
- Make sure the purpose contained in your mission statement fills a real need on campus that is not otherwise met.

#### d. How to write a charter

All clubs or organizations must produce a charter outlining their internal organization in order to be recognized by CORE. For more information, please read the [Club Charter Policy](#).

It is completely acceptable for you to adopt the [CORE Default Charter](#). Please read the Default Charter (as well as its introduction) before sending it to the VPCL.

#### e. How the approval process works

At their next meeting after you turn in your application (that is, your Club Proposal form and your club’s charter) to the VPCL, the Executive Board will see your club proposal. If they vote to recognize your club, then you’re official. Congratulations! Now you can check out the [Now That You’re A Club document](#).

If the Executive Board does not vote to recognize your club, the proposal will probably be sent to the **General Assembly (GA)** of CORE. Here, a larger group will discuss the club proposal and there will likely be more debate. It is a good idea for you to come to this meeting and answer any questions about your proposal.

Some things the E-Board and GA will be looking for:

- Your club’s mission should not conflict with the missions of any other clubs on campus. This is to prevent redundant spending and unnecessary competition between clubs.
- You should be serious about the club and its mission.
- The mission statement should be clear and well-written.
- The mission of your club must not conflict with the Core Values of Olin College, or any CORE policies

You may be asked to revise your application and resubmit it for the next GA meeting. The VPCL should provide you with the date, time, and location. If you cannot attend, you should send one of the members from your proposal to represent the club.

Once you are recognized as a club, the Executive Board will either approve your charter or send you revisions to the charter within 20 class days. You then have 20 class days to make those revisions and resubmit your charter. If the Executive Board is still not satisfied with your charter, and an expedient consensus cannot be reached, your charter will also be sent to the General Assembly of CORE. You should attend this meeting as well (or send a representative in your place), in order to present and discuss your charter.