



CLUB/ORGANIZATION SEMESTER ACTION PLAN

Club/Organization:

Student President:

V#:

Cell Number:

E-Mail Address:

Faculty/Staff Advisors:

Please answer the following questions:

- 1.) Does the club plan to make changes to the club/organization constitution? YES or NO
(If yes, please attach an updated copy with this report. All Changes MUST be approved by the Office of Student Engagement & Support)
- 2.) List the current club/organization account balance:
- 3.) Is your club affiliated with a national organization or professional club? YES or NO

If YES:

Name of Organization:

National Office Address:

National Representative Name:

Phone:

Does the club plan to participate in any activities affiliated with the national office? If yes, please list those activities:

- 4.) Please list any **virtual activities** that your club/organization plans to **sponsor** this semester:
- 5.) The Office of Student Engagement & Support will provide two virtual Club Recruitment Fair dates this Spring: Tuesday, January 26th from 5:00PM-6:00PM and Wednesday, January 27th from 11:15AM-12:15PM and 5:00PM-6:00PM. Will your club have one leader who can login to this Virtual Fair? Please check the box of the date/timeslot your club will be represented:
- ☐ Tuesday, January 26th from 5:00PM-6:00PM
 - ☐ Wednesday, January 27th from 11:15AM-12:15PM
 - ☐ Wednesday, January 27th from 5:00PM-6:00PM
- 6.) The Office of Student Engagement & Support plans to host a Spring Fling Drive-Thru event on Friday, April 9, 2021 from 12:00PM-1:00PM. We will provide a “to-go” lunch and give out the pastel Consent t-shirts to any student who takes the Consent pledge. Clubs are welcome to have 1 member at the drive-thru event to handout club materials, give-a-ways, food, etc. to receive the Spring Fling club endowment credit. Your club can sign-up for one of the following:
- ☐ Volunteer to pass out the “to-go” lunch
 - ☐ Approve to use club funds to create food bags- For example, provide a chili recipe and all items need to make the chili at home
 - ☐ Approve to use club funds to create “Smores snack bags”- Everything needed to make a smore with club information included in the bag
 - ☐ Insert Club Idea _____
- 7.) Please list any other creative **community service** ideas that your club/organization plans to participate in this semester:
- 8.) Club leaders and club advisors have read the Student Leader Guide from the Office of Student Engagement & Support and understand that due to the pandemic, all meetings/events must be done virtually, as well as, understanding that travel will not be permitted for the spring semester? Circle one: YES or NO

If No, please make sure that you obtain a copy of the Clubs/Organizations Guide from the Office of Student Engagement & Support ASAP. This guide provides information about how to use club budgets, SGA Club Endowment Funds, etc.

I attest by my signature that the information listed is accurate:

Student Leader Signature

Date



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Please list your club's officers and members. *Each club must have 10 currently-enrolled members to be considered active. The Office of Student Engagement & Support will check to make sure that each student listed is currently enrolled in classes at Volunteer State Community College and that they meet the minimum GPA requirement to be involved in a campus organization (2.0 GPA).*

Name_____

Position_____

V#_____

E-Mail_____

Phone/Cell #_____

Name_____

Position_____

V#_____

E-Mail_____

Phone/Cell #_____

Name_____

Position_____

V#_____

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Position_____

V#_____

E-Mail_____

Phone/Cell #_____

Name_____

Position_____

V#_____

E-Mail_____

Phone/Cell #_____

Club/Organization Advisor Responsibilities

The functions performed by the advisor must go beyond the role of a passive bystander and should be characterized by ongoing guidance and leadership to the student organization. Advisor responsibilities include the following:

- Maintain an understanding of the club/organization's constitution and the mission of the club.
- Provide long-term continuity within the club/organization and be familiar with the history of the club/organization.
- Attend club/organization meetings and/or keep up with meeting minutes to stay informed about all plans and activities sponsored by the group.
- Provide frequent communication opportunities for club/organization officers and assist in the orientation of new officers.
- Facilitate and be supportive of group development.
- Encourage student responsibility and a sense of self-worth.
- Demonstrate a personal interest in the purpose and goals of the club.
- The Office of Student Engagement & Support will send all proposals to the advisor through email and ask for a reply either approve or deny the proposal- understand that these events may require your attendance-be mindful of the proposed dates and times!
- Attend events sponsored by the group and assist in setting the tone for the occasion.
- Assist the Office of Student Engagement & Support in implementing the policies for student clubs/organizations.

By signing your name and completing this form, you are agreeing to the terms listed above. The Office of Student Engagement & Support will keep this form on file for the duration of time that you remain active with the club/organization. If your position changes with the club/organization, please inform the Office of Student Engagement as soon as possible.

Name of Club/Organization:

Faculty/Staff Advisor:

Signature:

Academic Semester:

Phone: (Office)

Email: