



## 2023-2024 CLUB ACTION PLAN

Club/Organization: \_\_\_\_\_

Student President: \_\_\_\_\_

V#: \_\_\_\_\_

Cell Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Faculty/Staff Advisors: \_\_\_\_\_

\_\_\_\_\_

*The Club Action Plan is meant to be the club's "action plan" for the academic year (fall/spring). That means the clubs leaders, members, and advisor discuss and decide what events to host/participate in, what community service projects to participate in, etc. to keep the club active and successful throughout the year. Remember, the club needs to maintain at least 10 currently enrolled students interested to stay active each semester, so the goal is to provide opportunities for students to get involved, be educated, and have fun.*

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:



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- 4.) Please list activities that your club/organization plans to **sponsor** this **fall semester**: (These are events the club intends to host, pay for, set-up, and clean up. These events will require a club proposal)
  
- 5.) Please list any **community service** both on campus and off campus that your club/organization plans to participate in this **fall semester**: (Helping with The Feed, working in the community garden, helping at a humane society, picking trash at a park, etc. These events will require a club proposal)
  
- 6.) Fall Festival is Thursday, October 26, 2023, from 11:00AM-1:00PM. Can your club sign-up to help with one of these areas?
  - a. Set-up at 10AM
  - b. Pass out lunch
  - c. Help run a station
  - d. Clean up at 1:00PM
  - e. Other idea from the club:
  
- 7.) Please list activities that your club/organization plans to **sponsor** this **Spring semester 2024**: (These are events the club intends to host, pay for, set-up, and clean up. These events will require a club proposal)
  
- 8.) Please list any **community service** both on campus and off campus that your club/organization plans to participate in this **spring semester 2024**: (Helping with The Feed, working in the community garden, helping at a humane society, picking trash at a park, etc. These events will require a club proposal)



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- 9.) Spring Fling will be Wednesday, March 27, 2024 from 11:00AM-1:00PM. Can your club sign-up to help with one of these areas?
- Set-up at 10AM
  - Pass out lunch
  - Help run a station
  - Clean up at 1:00PM
  - Other idea from the club:
- 10.) List any other ideas the club intends to work on during the academic year:

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# \_\_\_\_\_

E-Mail \_\_\_\_\_

Phone/Cell # \_\_\_\_\_

Name \_\_\_\_\_

Position \_\_\_\_\_

V# \_\_\_\_\_

E-Mail \_\_\_\_\_

Phone/Cell # \_\_\_\_\_

Name \_\_\_\_\_

Position \_\_\_\_\_

V# \_\_\_\_\_

E-Mail \_\_\_\_\_

Phone/Cell # \_\_\_\_\_



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Name \_\_\_\_\_  
Position \_\_\_\_\_  
V# \_\_\_\_\_  
E-Mail \_\_\_\_\_  
Phone/Cell # \_\_\_\_\_

Name \_\_\_\_\_  
Position \_\_\_\_\_  
V# \_\_\_\_\_  
E-Mail \_\_\_\_\_  
Phone/Cell # \_\_\_\_\_

Name \_\_\_\_\_  
Position \_\_\_\_\_  
V# \_\_\_\_\_  
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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!
- 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 Student Engagement & Support Office 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 Student Engagement Office as soon as possible.

**Name of Club/Organization:** \_\_\_\_\_

**Faculty/Staff Advisor:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Academic Semester:** \_\_\_\_\_

**Phone: (Office)** \_\_\_\_\_ **Email:** \_\_\_\_\_