



FOLSOM LAKE COLLEGE
EL DORADO CENTER | RANCHO CORDOVA CENTER

Office of Student Life

Have a Special Interest?
Start a Club!

New Club Packet



New Club Checklist

Step 1: Get Started

- ✓ Find an Advisor
- ✓ With your advisor, select a time and place for your first meeting
- ✓ Ask your advisor to reserve the meeting room
- ✓ Create flyers to attract interested students to your first meeting (Follow the Posting Guidelines!)
- ✓ Hold your first meeting & decide on dates for future meetings

Step 2: Do the Paperwork

- ✓ Request club forms
 - In Person: Stop by the Office of Student Life (FR-113 in the Lower Falcon's Roost)
 - By Email: Genevieve Siwabessy → siwabeg@flc.losrios.edu
 - By Phone: 916-608-6603
- ✓ Complete and submit the following forms by **email only**
 1. Campus Club Charter
 2. Club Constitution
- ✓ Submit this form in person to the Office of Student Life
 1. Authorized Signers Form (this form **cannot** be accepted by email)

Please note that in order to remain a chartered club, a member of your club must attend at least three (3) Clubs and Events Board (CAEB) meetings per semester. Clubs and Events Board meetings are 2:00-4:00pm on the 2nd and 4th Tuesdays of every month during the school year. The active participation of all clubs in CAEB is required in order to enhance inter-club communications, collaboration, and event support.

Congratulations!

If you have completed the packet and your club meets college, district, and state standards, the Clubs and Events Board (CAEB) will open a club account with \$75.00 to get your club started*!

*Newly chartered clubs must attend 3 CAEB meetings prior to receiving the initial \$75 deposit.



Folsom Lake College Publications & Posting Guidelines for Clubs

These Folsom Lake College Publications & Posting Guidelines have been approved by the Matriculation and Student Success Committee (May 14, 2003), approved by the Academic Senate (November 21, 2003), and updated with new graphic standards and posting information (April 2006). These guidelines are published by the college's Public Information Office, working with the Student Life Coordinator.

The goal of these publications and posting guidelines is to help campus clubs and organizations effectively produce and display flyers and other promotional materials. Materials should be designed to inform the Folsom Lake College, El Dorado Center, and Rancho Cordova Center communities, on campus and off, about special events of interest.

The guidelines are established with the purposes of:

- Providing simple-to-understand procedures for producing and posting flyers, announcements, posters, and banners.
- Maintaining the aesthetics of the buildings.
- Ensuring that all groups have equal access.

General Posting Guidelines

- Materials shall not be placed over or obstruct the view of previously posted materials or directional, emergency, or warning signs. College Police Officers have the express right to remove an item that clearly causes a safety hazard.
- Slurs and/or denigration of any cultural group or individual are strictly forbidden.
- Any item that has not followed the Publications and Posting Guidelines process is subject to removal.

What can be posted?

Student Activities and Events

The Student Life Coordinator will approve flyers, posters, and banners for student-related on-campus activities and events.

Where can flyers and posters be placed?

General Guidelines

- Flyers, posters, and other promotional materials can be placed in designated posting areas. Check with the Student Life Coordinator for the latest information.
- The sponsoring group or individual is responsible for removing all fliers, postings, and adhesive materials by the date indicated on the item.
- Materials may not be affixed to: any painted or slate walls, poles, or fixtures; entrance doors to buildings; in front of the Bookstore; lampposts; college signs; trees; windows; or architectural features.

Classrooms

- Flyers and posters promoting classes and/or college programs and services may be posted on bulletin boards and tack boards in classrooms, information boards, and glass cases. First priority for space inside the classroom or boards or strips just outside the room is given to classes held inside a particular room. Instructors may coordinate the use of classroom wall space for displaying student work or course-related material.

A-Frames

- The A-frames at FLC and EDC are for course promotions. Flyers are placed on a first-come, first served basis. Student Services information may be placed in available space between registration periods.

5 Things Your Flyer Needs

Here are five things to include on each flyer you do:

1. **Name of club or campus organization**
2. **General information** about the event/meeting
3. **The day, time, and location** of the event/meeting; be sure to list the campus, either main Folsom campus, El Dorado Center or Rancho Cordova Center
4. **Contact information** of club president/representative or advisor (phone number or email)
5. The FLC/ASO or FLC/OSL logo



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Associated Student Organization



FOLSOM LAKE COLLEGE
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Office of Student Life

OR