

Steps for Starting a Club at Oregon Coast Community College

- Clubs need to: Have an **educational purpose and be related to a program or course**. Clubs should fit into at least one of the categories for Student Government Certification Themes: Leadership Development, Intellectual Growth, Social Responsibility, Cultural Competency, Effective Communication. (Refer to document for more information).
- See if there is enough student interest. Talk with other students about your idea.
- Find a Club Advisor. Must be faculty or staff at the college.
- Complete the one-page Club Charter Application Form.
- Let your Club Advisor review application.
- Have Club Advisor complete the Advisor Agreement Form.
- Email or deliver the 2 Forms (Club Charter Application and Advisor Agreement) to gosharks@oregoncoastcc.org or Room 103, Student Government Office.

The Associated Student Government Leaders will review your application form and get back to you within two weeks. If approved your club information will appear on the OCCC Student Club page.

If you would like to submit a graphic or photo of the club – please do. If it’s a photo please make sure you have a release form from those in the photo.

If your idea for a club is not related to an educational purpose but has more of a social purpose around a common interest, it would not qualify as an OCCC “student club.” Please know that the college does not assume oversight, financial responsibility, and/or liability for non-club activities.

Forms/links on page: Student Government Certification Themes, Club Charter Application Form, Advisor Agreement Form, Club Activity Proposal, Media Release Form.