

# Creating Campus Clubs Easy for Students

By Keren Valdman  
Staff Writer

Campus clubs and organizations can offer new students a way to ease into Cal State Hayward life, providing opportunities to meet others with similar interests. Student clubs range from academic and cultural organizations to recreational, religious and special interest clubs.

The Student Life Programs Web site lists all the available clubs on campus. Each organization has posted a purpose and objective statement that can assist in selecting a club.

Students can also establish new clubs. Starting a student organization at CSUH is not too complicated.

The first step is to drop by the Student Life Programs office at the Student Service Hub for an information packet containing all the paperwork and initial information for applying for recognition as a student organization.

The "Intent to Organize" sheet is the first document to turn in. The purpose of your intended club should be stated with your contact information enclosed as well.

"It's important for us to know what the club is all about and make sure that the student is not repeating an already established club," said Charlene Smith, student life office manager.

Smith said that if Student Life finds that the proposed club's purpose duplicates that of an already existing club, the student will be advised to revise the purpose.

Once the papers are approved, the next step is to find supporters among other CSUH students, faculty and staff.

You can gain support by posting flyers on the campus billboards, asking your instructors to

address your classmates, and gathering signatures in front of the Student Union.

Only 12 supporter signatures are needed, as well as a faculty advisor signature, plus three to four students who are interested in active participation. It is a good idea to create a large contact list for use after the club is approved.

Once your club is recognized, you and your officers are required to attend a recognition meeting with a Student Life advisor. Here, you will be introduced to operating guidelines and procedures for CSUH clubs and organizations.

Additional information about available resources, services,

policies, facility reservation procedures and funding procedures will be given.

Since there is no seed money offered to newly established student organizations, mastering funding procedures is essential for a club organizer.

Funding proposals are to be submitted by the club

leaders to the Associated Students for approval.

Smith stresses that it is important to submit funding request forms in a timely manner and through a business-like presentation. "So to let the ASI board know that you mean business."

Not all clubs or organizations are approved funding by the ASI.

"The best way to go about this (funding) is to do fundraisers," said Smith.

It is also important to remember that club renewal forms are collected annually from all student organizations, so keeping track of all the club's paperwork throughout the year can save you valuable time.

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