



Columbia College Activities: Club Handbook for Club Sponsors 2019

Thank You!

Thank you for volunteering to be club sponsor for the upcoming semester. You are an invaluable asset to our students. To ensure our clubs are successful this semester, sponsors can follow the simple steps laid out here. These steps will hopefully benefit you as leaders and also help the Student Life Coordinator in helping you provide an excellent experience for our students.

Reporting

All sponsors must record the attendance of each club meeting or practice. The Student Life Coordinator will provide a blank attendance sheet that needs to be filled and reported monthly. Without knowing how many students are attending, it is possible that the finance committee will not provide funds for the club. If a club is seen to be very popular, it is possible to increase its budget, providing better equipment and facilities. Please remember that all students at Columbia College are welcome to join any club they wish if they are officially enrolled in the semester. Alumni are not eligible to join CC clubs. Please make sure that all students are welcomed into the club. If the official club meeting time changes, please let the Student Life Coordinators know as soon as possible. It is important to notify these changes so that students are informed with the correct information at all times.

Communication

Sponsors must keep open lines of communication with the members. They are expected to send out an email to all students that sign-up, indicating the date, time, and location of the first meeting. Student contact information will be provided to you by the Student Life Coordinator at the end of club sign-up week. Some clubs have found that messaging applications such as WhatsApp or groups in Social Media platforms have been excellent in keeping students up to date with the latest information and news about the club. Please note that although the use of other languages is permitted, the primary language of communication must be in English.

By Week 8, the Student Life Coordinator will send out a reminder email asking if your club will continue in the following semester. **Please reply to this email by the end of Week 12.** If the club is continuing, it is required for a student member (ideally the student leader) to represent your club during the Club Sign-up Week at the beginning of the following semester. This will help encourage returning students and new students to participate and engage in club activity. If the club will not continue, please notify the Student Life Coordinator by the end of Week 12.

Budgeting

Each club has an assigned budget for facilities, equipment purchases, rentals and food. Before making **any** purchase, please check with the Student Life Coordinator. For significant purchases over \$100, the Coordinator will make the purchase. For purchases of smaller amount, sponsors should pay first then recoup the money from the Coordinator. Please note that both detailed and transaction receipts are required to process the reimbursement. No bank statements and/or posted transactions online will be accepted as they cannot fully explain the expense.

- **Detailed receipt:** this receipt indicates which items were purchased, and how many
- **Transaction receipt:** this receipt proves that the payment was successfully made (usually a card receipt)

Leadership Style

Club sponsors should ensure that all members feel safe, happy and included. They should be organized, punctual and polite. Sponsors are expected to have a basic plan of what will happen at each meeting or session and outline that to the club members at the beginning of the meeting. Club sponsors are expected to communicate well and provide a structure that allows its members to flourish.

Appointing Deputies/Helpers

Sometimes delegating basic tasks to ease your workload is a great way to include students that wish to have a role in the club. Many appreciate the chance to demonstrate responsibility. This is especially important for leaders from outside the college as it provides students with a fellow student that can answer questions and promote the club on campus.

Respecting Property/Equipment/Other users

First and foremost, the college is a place of learning and classrooms/lounges should be respected. Sponsors are expected to ensure that all rooms used within the college are returned to their original state after practices or meetings, so that education is not interrupted the next time the room is in use. Please make sure tables and chairs are put back in place, and throw away any trash into correct bins. When using other spaces; such as gyms, pools, rinks etc. leaders must make sure those students are polite, keep things clean and provide a positive image of the school at all times.

Promoting Your Club

For a club to be successful, leaders need to consistently promote their clubs as clubs are only as active as their members. The Student Life Coordinator can assist you with the printing of promotional materials and posters and also help make arrangements for events held on campus. Please note that all posters should be approved by the Student Life Coordinator or the Student Services Manager before they are put up. Your club is also responsible for removing them when appropriate. Please refer to the Poster Board Policy document for more information.

Certificates and References

All club sponsors may request Certificate of Recognition for regular club members by the end of the semester. It is up to the sponsor's discretion on which students will be receiving them. If the club has a student leader, the student leader may take charge of this procedure. If the Coordinator does not receive a request, the certificates will not be issued.

Honorarium

For leaders NOT employed at the college Please fill out a timesheet to keep track of your hours, with date and times of each club meeting included. The honorarium includes up to 26 hours in total, typically split up into 2 hours per week, up to 13 weeks. You must submit a monthly invoice by the 22nd of each month. This invoice should always include your address, contact details and SIN. Please send this invoice to jyoon@columbiacollege.ca along with the attendance sheet.

Leaders that are employed at the college Please fill out a timesheet to keep track of your hours, with date and times of each club meeting included. The honorarium includes up to 26 hours in total, typically split up into 2 hours per week, up to 13 weeks. This must be sent to the Student Life Coordinator no later than the last day of week 12, to jyoon@columbiacollege.ca. The hours will be included in the payroll at the end of the semester once all necessary forms are submitted.

Please note that any late submissions will result in a delayed honorarium, possibly until the beginning of the following semester.

Please reply to this email to indicate that you have read, understood, and will follow the handbook.

Thank you again for becoming a club leader. The Student Services Department is grateful to have you on the team and we hope you have a wonderful semester. Please do not hesitate to email the Student Life Coordinator at jyoon@columbiacollege.ca for any questions/concerns!