



**JPCatholic Club
Handbook**

MISSION

The mission of clubs at JPCatholic is to grow in fellowship and faith throughout the school. As a club leader, you will work with the Campus Life Team, specifically the club coordinators, to ensure clear communication.

Clubs are to be divided into two categories: Fellowship and Evangelization. Fellowship clubs are clubs that focus primarily on the community aspect of the University. Evangelization clubs are clubs that focus more on the faith aspect of the University and helping students grow in some aspect of the Catholic faith. You will report to the appropriate club coordinator. The club coordinator will then report to the appropriate Director of Student Life. "Fellowship" clubs will report to Andrew Inoue as the coordinator and "Evangelization" clubs will report to Malachi Robbins as the coordinator.

SCHEDULING ACTIVITIES

All club activities must be sent to the club coordinator with their location, time, and meeting dates. The activity will then be approved or denied by a Director of Student Life. Our hope is that club events do not overlap with other events on campus to ensure our JPCatholic community thrives as one.

A brief outline of club events must be done at the beginning of the quarter. Any events created after that deadline must be sent a week in advance and must not overlap with other events. If any events are created after, they will not be published via the newsletter. **No official club events are allowed to be held without prior permission and approval.**

Clubs are required to meet at least once a month and are highly encouraged to have at least one major event. Teaming up with other clubs to bring together even more community is highly encouraged. **If your club does not meet at least once a month, it will be taken off the calendar and must reinstate itself.** If you plan on terminating a club, you must message the club coordinator.

MARKETING

Leaders/officers can either create their own marketing materials or put in a request to have a poster made by Student Life. If you choose to have your poster created by Student Life, you must give two weeks in advance notice for the event. **No posters are allowed to be taped/hung up on the walls of the school!** If you have posters, please use the respective corkboards in the Student Life Center and/or the Academic Building. You may also leave posters around tables across the school. **Clubs must be advertised publicly.** Once your event has ended, your club is responsible for cleaning up your marketing materials. It is encouraged to post events through digital means on your own social media and through Student Life's social media (the Student Life Facebook and Instagram page). You must submit marketing materials to Student Life 72 hours in advance to promote your events through Student Life's social media.

FUNDING

All clubs must take attendance for each event. Failure to do so may result in the termination of your club. After each meeting, you must send the attendance sheet to the appropriate club coordinator. If attendance is consistently strong, your club may seek funding for food, drinks, or equipment. You will send the club coordinator a form with the items needed for your club and the price estimate. It will then be sent to the Director of Student Life and will either be approved or denied. Club coordinators will stop by meetings occasionally to confirm accurate attendance. All items purchased through funding must only be used for club events. At the beginning and end of each quarter, your club will do an inventory of items purchased through funding.

CREATING A CLUB

All clubs created must have at least five club officers and one club president. Each club is also required to have a faculty or staff member to be an advisor. Failure to do either of these will result in having your club marked as "unofficial" and will be removed from the website and the club handbook. To start a new club, fill out the club creation form and send it to the respective club coordinator.

CLUB ATTENDANCE SHEET

Club:

Event:

Student's First and Last Name:

1.	11.
2.	12.
3.	13.
4.	14.
5.	15.
6.	16.
7.	17.
8.	18.
9.	19.
10.	20.