



JPCatholic Club Handbook



Article I: Mission

- I. The mission of the clubs at JPCatholic is to grow in fellowship and faith throughout the school.
- II. As a club leader, you will work with Student Government and the Student Life Team, specifically the Club Coordinator, to ensure clear communication of club expectations.

Article II: Creating a Club

- I. To start a new club, fill out the club creation form and send it to the club coordinator.
- II. All clubs created must have at least five club members and one club leader. It is advised to have co-leaders to share responsibility.
- III. Each club is also encouraged to have a faculty or staff member to be an advisor. These staff and faculty members would sign up to help the club succeed.
- IV. 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.

Article III: Scheduling Activities

- I. All club activities must be approved by the Student Life Team.
- II. Club leaders and any students wishing to host an event on campus must submit the relevant information (Location/ room to be reserved, supplies needed, advertisement, etcetera) to this form - https://jpcatholic.formstack.com/forms/student_event_request_form
- III. Student Life or the Director of Operations will reply once the event and/or room reservation is approved.
- IV. This system is structured to ensure that club meetings/events do not overlap to promote the unity and flourishing of the JPCatholic community.
- V. An outline of all club events and or meetings must be made at the beginning of the quarter, by the end of Week 2, and be presented to the Club Coordinator.
- VI. Should a club not send a list of events before this deadline, they will be deactivated for a quarter.
- VII. Club events off campus can be held without completing the form.
- VIII. The event form is just for on campus events. However, if they wish to be posted on the Student Life Calendar and receive advertising via Student Life Instagram, the TV posters, and the weekly email, a form should be filled out.

Section 2: Requirements

- I. Clubs must meet twice a quarter and are highly encouraged to have at least one major event.
- II. Club leaders must meet with the Club Coordinator twice a quarter (More details under Accountability Section).
- III. Teaming up with other clubs to bring together a larger community is highly encouraged.
- IV. If your club does not meet at least twice, it can be deactivated until further notice.
- V. If you plan to terminate a club, you must message the club coordinator.

Article IV: Marketing

- I. Student Leaders/officers can either create their own marketing materials or put in a request to have advertisements made by the Campus Life Communications Coordinator.
- II. If you choose to have your advertisement created by the Campus Life Communications Coordinator, you must give two weeks in advance notice for the event.
- III. Clubs must be advertised publicly.

- IV. Once your event has ended, your club is responsible for cleaning up any campus spaces that were utilized and removing any marketing materials.
- V. 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, and the Student Government Instagram Page).
- VI. You must submit marketing materials to Student Life 72 hours (about 3 days) in advance to promote your events through Student Life's social media. If you want an advertisement in the weekly email, marketing materials and promotional details must be provided two weeks in advance.
- VII. Clubs can create an Instagram account for them. All handles should follow the format of @jpcu_nameofclub. An example for Film Club would be @jpcu_filmclub.
- VIII. Whenever Club leaders create a post, reel, or story, they should either tag Student Life accounts or invite them as collaborators.

Article V: Funding & Reimbursement

- I. Club coordinators will stop by meetings or events occasionally to experience the impact of the club on the JPCatholic Student Body.
- II. Each club will be given a budget at the beginning of the Quarter sent to them by the Club Coordinator.
- III. If a club would like to request more money than the stated budget, these requests may be fulfilled occasionally depending on event size or attendance size.
- IV. Before an event and any purchases are made, Club Leaders should send the club coordinator a list with the items needed and the price estimate.
- V. It will then be sent to the Director of Student Life and will either be approved or denied.
- VI. All items purchased through funding must only be used for club events.
- VII. At the beginning and end of each quarter, your club will do an inventory of items purchased through funding.

Section 2: Reimbursements

- I. For reimbursement, the money will be refunded via a check to the student's mailbox.
- II. The club leader(s) should forward the receipt to the Club Coordinator

Article VI: Accountability

- I. To ensure Clubs continue to be successful, Club Leaders are required to meet with the Club Coordinator twice in a quarter.
- II. Once will be as an entire group (all Club Leaders with the Club Coordinator) and the other will be done individually between the Leader(s) of a club and the Club Coordinator.
- III. An email will go out Week 10 of the current quarter to announce the Club Leaders Meeting in the Week 1 of the next Quarter.
- IV. The Club Coordinator will schedule meetings one on one with each club.
- V. There will be a club and ministry fair held every other quarter; date of the fair will be established Week 10 of the quarter previous.
- VI. The Club and Ministry Coordinators will lead the event, and clubs are required to be present.

Article VII: Supplies

- I. The Student Life Team has supplies in the Student Life Closet (Room F). If you wish to check an item out, please note this in the Events/Room Reservation form via the JPCatholic website.
- II. All items funded by the school belong to the school.