

Fall 2025 CLUB ACTION PLAN

What is the club's ACTION PLAN this semester? What events does the club want to host/participate in? What community service projects does the club want to participate in? Remember, the club needs to maintain at least 10 currently enrolled students to stay active each semester, so the goal is to provide opportunities for students to get involved, be educated, and have fun.



Club/Organization:	
Student President:	
V#:	
Cell Number:	
E-Mail Address:	
Faculty/Staff Advisors:	

Please answer the following questions:

- 1.) Does the club plan to make changes to the club/organization constitution? YES or NO
(If yes, please attach an updated copy with this report. All Changes MUST be approved by the Office of Student Engagement & Support)
- 2.) List the current club/organization account balance:
(You can request your account balance from Tabitha.Sherrell@volstate.edu)
- 3.) Is your club affiliated with a national organization or professional club? YES or NO

If YES, name the organization & any activities your plan to participate in with the national office

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- 4.) Please list **activities** that your club/organization plans to **sponsor** this **fall semester 2025**: (These are events the club intends to host, pay for, set-up, and clean up. These events will require a club proposal that can be completed online- Clubs/Organizations page)



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- 5.) Please list any **community service** both on campus and off campus that your club/organization plans to participate in this **fall semester 2025**: (Helping with The Feed, working in the community garden, helping at a humane society, picking trash at a park, etc. These events will require a club proposal)
- 6.) **Fall Festival Food Day** will be **Thursday, October 23, 2025**, from 11:00AM-1:00PM. Can your club sign-up to help with one of these areas?
- a. Set-up at 10AM
 - b. Pass out lunch
 - c. Help run a station
 - d. Clean up at 1:00PM
 - e. Other idea from the club:
- 7.) List any other ideas the club intends to work on during the fall semester:



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Please list your club's officers and members. *Each club must have 10 currently enrolled members to be considered active. The Office of Student Engagement & Support will check to make sure that each student listed is currently enrolled in classes at Volunteer State Community College and that they meet the minimum GPA requirement to be involved in a campus organization (2.0 GPA).*

Name _____

Position _____

V# _____

E-Mail _____

Phone/Cell # _____

Name _____

Position _____

V# _____

E-Mail _____

Phone/Cell # _____

Name _____

Position _____

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Club/Organization Advisor Responsibilities

All clubs/organizations are required to have a full-time faculty or professional staff member agree to be the club/organization advisor.

The functions performed by the advisor must go beyond the role of a passive bystander and should be characterized by ongoing guidance and leadership to the student organization. Advisor responsibilities include the following:

- Maintain an understanding of the club/organization's constitution and the mission of the club.
- Provide long-term continuity within the club/organization and be familiar with the history of the club/organization.
- Attend club/organization meetings and/or keep up with meeting minutes to stay informed about all plans and activities sponsored by the group.
- Provide frequent communication opportunities for club/organization officers and assist in the orientation of new officers.
- Facilitate and be supportive of group development.
- Encourage student responsibility and a sense of self-worth.
- Demonstrate a personal interest in the purpose and goals of the club.
- The Office of Student Engagement & Support will send all proposals to the advisor through email and ask for a reply either approve or deny the proposal- understand that these events may require your attendance-be mindful of the proposed dates!
- Attend events sponsored by the group and assist in setting the tone for the occasion.
- Assist the Office of Student Engagement & Support in implementing the policies for student clubs/organizations.

By signing your name and completing this form, you are agreeing to the terms listed above. The Student Engagement & Support Office will keep this form on file for the duration of time that you remain active with the club/organization. If your position changes with the club/organization, please inform the Student Engagement Office as soon as possible.

Name of Club/Organization: _____

Faculty/Staff Advisor: _____

Signature: _____

Academic Semester: _____

Phone: (Office) _____ **Email:** _____

Faculty/Staff Supervisor Signature: _____