



CLUB/ORGANIZATION SEMESTER ACTION PLAN

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:
- 3.) Is your club affiliated with a national organization or professional club? YES or NO

If YES:

Name of Organization:

National Office Address:

National Representative Name:

Phone:

Does the club plan to participate in any activities affiliated with the national office? If yes, please list those activities:

- 4.) Please list any **virtual activities** that your club/organization plans to **sponsor** this semester:
- 5.) Please list any virtual activities/events that your club/organization plans to **participate** in this semester: (Virtual Club Recruitment Fair, Fall Festival Food Day Drive-Thru)
- 6.) The Student Government Association is working on ideas on how to successfully provide Christmas for the Kids this December. If SGA is able to accommodate purchasing gifts for Vol State students' children this semester, would your club be interested in helping with this initiative?
Circle YES or NO
- 7.) Please list any other creative **community service** ideas that your club/organization plans to participate in this semester:
- 8.) Club leaders and club advisors have read the Student Leader Guide from the Office of Student Engagement & Support and understand that due to the pandemic, all meetings/events must be done virtually, as well as, understanding that travel will not be permitted for the fall semester? Circle one: YES or NO

If No, please make sure that you obtain a copy of the Clubs/Organizations Guide from the Student Engagement & Support Office ASAP. This guide provides information about how to use club budgets, SGA Club Endowment Funds, etc.

I attest by my signature that the information listed is accurate:

Student Leader Signature

Date



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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 _____

V# _____

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E-Mail _____
Phone/Cell # _____

Club/Organization Advisor Responsibilities

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: