

CLUB HANDBOOK

Student Government Association



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INTRODUCTION

Welcome to the Club Handbook! The purpose of this handbook is to provide students, faculty, and staff with resources for starting, running, or participating in a Champlain College Club.

Starting a Club

To start a club on campus, you must be able to meet all the requirements of having a club on campus. This includes:

- A list of 10 or more students who will regularly participate in the club. This list is to be submitted as part of the Club Registration Form.
- An advisor.
- A complete Club Registration Form.
- A detailed budget breakdown (will not be accepted if deemed too vague)
- A proper risk assessment from the Director of Student Engagement.

Club Head Requirements:

- Individuals are allowed to take on leadership roles for a maximum of two clubs
- Maintain an up-to-date transition notation for easy transfer of power before bringing in new leadership.

Club Responsibilities

Along with club advisors, club heads must make sure that their club and club representatives fulfill the following requirements:

- Must be open to all undergraduate students.
- Must communicate important news, concerns, and questions to the Director of Clubs.
- Must hold at least one public meeting that is open to all undergraduate students on a biweekly schedule.

- Must maintain an active marketing campaign through at least one social media post or physical advertisement a month.
- Must foster a community of respect and cooperation between members of the club.
- Must have 10 or more active undergraduate members.
- Must ensure that the club participants are following proper safety protocols of any liability forms the club has been issued.
- Must keep an accurate record of participants at every meeting.
- Must have or create an email for the club.

Audition Based Membership

For clubs to be considered for Audition Based Membership; the following requirements must be fulfilled:

- Bi-monthly meetings are open to all undergraduate students.
 - Supported by documentation.
- A club budget is split according to the following:
 - 75% to Closed Events
 - 25% to Open Events
- The club must state how many members they wish to limit the club to and that number must be approved by the Director of Clubs

Affinity-Based Membership

For clubs to be considered for Affinity-Based Membership; the following statements must be submitted to the Director of Clubs along with the basic club registration form:

- A statement of purpose regarding the identities the club represents.
- A "Plan Of Action" statement regarding what the club hopes to achieve.
- A "Hope For The Future" statement expressing where the club would like to see itself in 2 years

Advisors

Champlain College requires that all recognized student organizations have a faculty/staff advisor. In order to be eligible to be a club advisor, the advisor must be either a full-time or part-time faculty member, or a full-time staff member. Advisors help guide the group and give insight wherever needed regarding club regulations, and resources for the club. The relationship of the advisor to the group will vary depending on each organization and its members; therefore, the responsibilities and duties of the advisor will vary according to the group's needs.

Advisor Responsibilities

At minimum, the club advisor must:

- Maintain close contact with the leadership of the organization, providing general support and leadership when necessary.
- Participate and be present at at least one club meeting or event per semester (typically the first or last meeting per semester.)
- Play an active role in helping students design meaningful programs that are consistent with the club and purpose.
- Becoming familiar with Champlain/SGA policies and procedures (See champlain.edu for detailed information on campus policies.)
- Notify the members of the club and the SGA Director of Clubs if you must resign as Advisor during your term. (Please give as much advance notice as possible.)

Dismissing a Club Member

The following process is outlined to allow clubs the ability to hold members accountable for their actions. This process does not take the place of the Champlain College Community Standards process.

- In any situations where Community Standards processes are involved, for example, No Contact Orders, the Director of Community Standards should be consulted. **Any conduct that violates Community Standards should be reported appropriately to the college using the Incident Report form.**

- A Club has the authority to ask an individual to no longer be a member of a club if the following criteria are met. Any and all questions on the process or the person's conduct should go to the Director of Clubs.
 - The Decision is based on conduct committed during club meetings/events or in communication platforms for the club.
 - The individual was given two warnings, which may be verbal, but also must be written. Any verbal warning can be given from the club head(s). The warnings last the individual's entire time in the club.
 - The warnings should cover the main concerns or frustrations to ensure the recipient understands them. The second warning should also include that the club member may be dismissed from the club if their conduct continues.
 - The second warning should be cleared by the Faculty/Staff advisor and they should be on the communication.
 - If the conduct continues after at least two warnings, the club heads can contact the Director of Clubs for permission to ask the individual to no longer attend the club.
 - The individual's conduct must be clearly communicated to the Director of Clubs. The Director of Clubs shall then determine if the club can ask them to no longer attend. The Director of Clubs at their discretion may talk to the warned club member(s). The Director of Clubs should have a meeting with the Faculty/Staff Advisors for the club and the club heads to go over the decision.
 - The Club Head(s) and Faculty/Staff Advisor (with the Director of Clubs on the email) can then email the individual to inform them they are dismissed.
 - This should be the case for all communications of dismissals.
 - The dismissal will only last that current academic semester, the individual shall be eligible to return for the next semester. Warnings carry over semesters, so if the conduct continues after the club member has returned, they are not entitled to

receive a warning and may be dismissed immediately if the conduct continues.

- The club heads are able to take the person off of/out of communications during their dismissal.
- Following the dismissal, the individual will no longer be eligible for a leadership position in the club for two semesters.
- Lifelong dismissals are a possibility, they require warnings and would be decided by the Faculty/Staff advisor, club heads, and the Director of Clubs.
- Immediate dismissals without any official warnings are an option. It requires a meeting between the Director of Clubs, Club head(s), and the Faculty/Staff advisors. They all must be in agreement the immediate dismissal is appropriate and warranted.

Club Head Training

The Director of Clubs will host a **mandatory** Club Head Training session each semester. Any club that does not have at least one club head in attendance will receive a reduction in their club's budget for the following semester. If no club heads are able to attend the scheduled time the Director of Clubs is obligated to find an alternative time to meet with those club heads.

The Purpose Of Club Head Training Is To:

- Update club heads on new School/SGA policies
- Act as a get to know you between Club Heads and the Director of Clubs
- Build a foundation of knowledge for club heads regarding their resources on campus for their clubs
- Answer any questions club heads may have for the Director of Clubs
- Ensure that Club Heads are prepared for the role of a Student Leader on campus

Club Head Training Must Be Attended in at Least One of the Following Scenarios:

- When Club Head Training is being held at the beginning of the Fall Semester.

- In the Spring Semester if the club has undergone a transition in leadership since the previous semester.
- In the Spring Semester if the contents of club head training have significantly changed since the prior Fall Semester and clubs were not already updated with new information.
- In the Spring Semester for clubs that were newly registered in the Spring Semester and were not registered in the Fall Semester.
- On a rolling basis, throughout the year, for clubs registering throughout the semester (The Director of Clubs will reach out to clubs as they register)

Club Head Transition

It is the responsibility of the outgoing club heads to ensure that there is leadership established for the following semester before re-applying. It is the responsibility of the club itself to ensure it has a club head in place to handle the registration/budget process for subsequent semesters. When changes of leadership occur, it is the responsibility of the new leadership to ensure that SGA is aware of who the point person is for the club/organization.

Transition Notes

All club heads should complete transition notes and pass them on to their successor before transitioning out of their role. Transition notes should include a description of the position, useful contacts, and usernames and passwords for any logins used.

Paperwork

Club Registration Form (Semesterly)

The purpose of the Club Registration form is to provide the SGA with all the necessary information in order to establish the club. It is also the time to request a budget for the club. This document should be submitted **by the first Friday of the semester** at the latest to ensure funding for the club.

Late Registration For Clubs

Anyone wishing to create a club during the semester is still more than welcome to do so even after the deadline, funding can be provided from the Club Contingency Fund. More information on the Club Contingency fund can be found [here](#).

Attendance Sheets (Monthly)

It is the responsibility of the Director of Clubs to send out club attendance forms for all Club Heads to use during the Semester. At the conclusion of every Month, attendance sheets from club meetings must be provided to the Director of Clubs for review. The only required fields for these documents is a description of the event, the ID Numbers of those who attended, and the date and time of the event.

Club Budget Appeal

If a club head feels that the funding the SGA has provided their club for the semester does not accurately reflect the funding they will need to operate properly, they must formally appeal. This will begin with a meeting with both the Director of Clubs and the Director of Finance to discuss why funding for certain items in the budget was not provided and how funding might be obtained. If still unhappy with the result, the club heads will be provided time during one of the SGA House of Representatives meetings to make their case. The House will then vote on whether funding should be provided out of the Contingency Fund or not.

Budgets

Items Purchased

Items purchased with a club budget belong to both the Club and SGA. During operation a club has full access to all items that they have purchased with SGA funds. After the club has halted operation (summer, discontinued, etc.) All items will be returned to the SGA Director of Clubs. All clubs must get prior approval from the Director of Finance before using SGA funds to purchase items for their members to keep, including but not limited to, apparel, raffle and competition prizes and promotional merchandise.

1. Clubs are highly encouraged to spend their entire budgets. This spending should be on items or experiences that are beneficial to all members of the club. Purchase can be:
 - a. Merchandise for the club
 - i. Stickers, shirts/sweatshirts, lanyards, or other items that can be used by club members as promotional items. These materials are available to everyone who attends club meetings.
 - ii. It is recommended that these items do not have years on them so any surplus can be reused the following year

- iii. Merchandise is expected to be taken by members and not returned to the club at the end of the semester
- b. Jerseys for Club members
 - i. These items are to be reused by members year to year
 - ii. Jerseys are to not have personal identifiers on them. Personal identifiers include but are not limited to: Names (first, last, or nicknames), Usernames, Gamertags, or anything that is tied to a specific individual such as pronouns.
- c. Food for the club
 - i. Clubs are allowed to have food at their meetings. Food needs to be for the entire club and not just leadership or a select few members.
 - ii. If hosting large events, more than 30 invitees, in campus venues, clubs must use Sodexo catering services
 - 1. Clubs are responsible for reaching out to Sodexo for catering at least a month in advance.
- d. Guest Speakers
 - i. Guest speakers are to be open to the general population of the college (including students, faculty, and staff).
 - ii. Guest speakers are serve to benefit the community
 - 1. Expert in their fields, motivational speakers, or community highlights
 - iii. Guest speakers should be approved by the club Advisor(s) before the event is finalized.
 - iv. Guest speakers may be paid as a service but not on a salary basis. This payment can come out of an approved club budget or grant.
- e. Coaches
 - i. It is highly encouraged to search for individuals willing to volunteer for free to coach clubs.
 - ii. Currently, club coaches are hired staff for the college. If your club desires to have a coach, this must be approved by your advisor, then you must talk with the Student Activities Office and SGA. If approved by all three parties the request can be sent to Champlain College People Center to be approved or denied.
 - iii. Coaches cannot be paid out of club budgets as they are a tax-exempt fund.

Lines of Funding

Club Budget Fund

The primary line of funding for most club activities comes from the SGA's club budget line. Funding from this budget is to be requested semesterly via the budget breakdown outlined in the club's **Club Registration Form**. These budget requests are reviewed at the beginning of each semester. Clubs who have not submitted an application by the deadline will receive funding out of the Contingency Fund (residual funds left over from Club Budgets.) The better these budgets are broken down in the **Club Registration Form**, the greater the odds of obtaining full funding for the semester.

Accelerated Funds

Some clubs have registration fees or dues that need to be paid before a club can begin to participate in activities. In the case that these fees are due prior to the start of the semester, or are cheaper if paid prior to the semester, the club can contact the Director of Clubs to have these purchases made. To be approved by SGA, the fees must be deemed necessary to be paid early in order for the club to participate, and the fees must have been approved and paid in a prior semester (extenuating circumstances accepted.)

Grant Fund

The Grant Fund is another line of funding for those things that cannot be funded via the club budget line. These items include items to benefit individuals instead of the club as a whole, and one time big events that require a more detailed breakdown closer to the date of the event. This process requires the completion of the **Grant Form**, communication with the Vice President of the SGA, and recommended presentation of the grant to the House during one of their scheduled meetings. More detailed information on the Grant process can be found on the SGA website.

Fundraising

Another option for further funding for a club is to put on fundraising events. Fundraising is an independent club function. This means that the club is responsible

for planning, organizing and executing a fundraising event. Club Budget funds are not permitted to be used for any aspect of the fundraising event. Any fundraised money must go back through the SGA account. Any money not spent from fundraising must go back to the SGA when surpluses are due. Additionally, the money may not be used in any way that may violate school policy. For example, purchasing of Drugs, Alcohol, related paraphernalia, etc, will result in punitive action by the Director of Clubs that could include derecognition of the club by SGA.

Using Funding

Purchases

Reimbursements

Club members may make purchases for their clubs with their allotted budget. They must submit all receipts from the purchase for reimbursement. A reimbursement form can be found either in Hearthstone or on the SGA website. The receipt turned in with the form must be the **itemized** copy. Receipts must contain items only pertaining to club reimbursement, and should not also list personal purchases. Receipts that do not follow this rule may be rejected at the Director of Finance's discretion.

Invoices

Invoices will be used in the event of a club renting services from a vendor. Invoices also require the completion of a reimbursement form, payments will be made to the vendor via check. It will take up to a month for payment to reach the vendor. The vendor must not include tax on the invoice and if needed provide them with the Tax Exemption Form to have it removed.

Miscellaneous

If direct deposit is not set up, a check will be mailed to the address provided on the reimbursement form. Reimbursements can take up to a month and are susceptible to delay during extended breaks such as the break between the Fall and Spring Semesters.

Tax Exemption Form

This form allows clubs not to pay sales tax on the items or services being purchased. This should be used when making purchases on behalf of the club, whether the purchases are invoice requests or items paid for personally

by club members. This will allow the club to maximize the budget they have been provided and save money that does not need to be paid.

Champlain College Purchase Card

Along with the reimbursement process, the use of the Purchase Card, or P-Card, held by the Director of Finance for the SGA can be utilized for club purchases. This saves paperwork and eases the process of spending the club budget. This does come with restrictions on what purchases can be made with the P-Card. Online purchases must be made by the Director of Finance during their office hours. In person purchases at businesses can be made alone. In-person purchases at stores must be made with the Director of Finance or with an SGA member. If planning on using this method, fill out the google form on the SGA website to schedule a time and date to obtain the P-Card. There are transaction, daily and monthly limits for these cards so they are not meant for larger purchases that should really be done via invoice.

Penalty Policy

If a club fails to return the P-Card twice in a row at the set time without notifying the Director of Finance.

Loss of Funding

Violations

Clubs will lose funding if they blatantly violate school, or SGA policy, this is what is considered probation. Communication with the Director of Clubs is important for this reason, if clubs are unsure about school or SGA policy and what they can or can't do, don't not hesitate to reach out to the Director of Clubs.

Club Space

Meeting Space

On-Campus

EMS Room Reservations

The large majority of rooms on campus can be reserved via the Event Management System module in the Current Students Portal. This can be accessed using one's Champlain College student login. If you have issues with the system, go to the Conference & Event Center's office on the second floor of CCM at the top of the glass spiral staircase. If you are interested in having the program explained, contact the Director of Clubs for help.

Special Room Reservations

Certain rooms on campus are left out of the list in EMS and need to be booked directly through the Conference & Event Center's Office in CCM. These spaces include the Alumni Auditorium, Champlain Room, and Perry Presentation Room. These spaces are made available for students when not used for other events, but each comes with certain restrictions that need to be worked out with the Conference & Event Center.

Hearthstone Space

The final space that is not booked through EMS is the Hearthstone Space. This space on campus can be reserved by contacting the Director of Operations. The SGA has committed to keeping Heartshotone as a communal space so if clubs would like to simply meet and there's no concern for privacy or overcrowding then there is no need to reserve the space.

Off-Campus

Not all club meetings and events occur on campus due to the lack of certain facilities which results in clubs using transportation to events held at different locations. These arrangements are made on a case-by-case basis and the arrangements are made by the club heads. Feel free to contact the Director of

Clubs for help searching for an off-campus space.

Storage Space

The Student Government Association has storage space for clubs located in Garden House on Finney Quad. To utilize this space, contact the Director of Clubs to set up a time for someone to meet you and let you into the space to pick up or drop off items for storage. CPS has not made a habit of letting club heads into Garden House and so the Director of Clubs will most likely be needed to be there with a club head whenever accessing Garden House. Additionally, the SGA has limited, but secure, storage space in Hearthstone that clubs could access, contact the Director of Clubs to discuss Hearthstone storage access.

Transportation

School Provided

Champlain College currently provides the student body with three 8-passenger vans that students are allowed to use once they have obtained the proper certification. To begin this process, contact the Transportation and Parking Office. This process requires that students be 20 years of age, have a valid US driver's license with zero points against it for the past two years, complete an online defensive driving course, and pass a road test in one of the vans.

Student Provided Transportation

While it is not encouraged, students are allowed to use their own vehicles to transport other students to and from club events. Faculty/Staff are not allowed to drive students in their personal vehicles.

Chartered Buses

Many clubs have utilized services such as Mountain Transit for chartering buses to attend events where a large number of students will be going. These are great options and are preferable to having students drive their personal vehicles. These buses must be paid for out of the club's budget or a grant may also be requested to cover the cost.

Marketing

Social Media

Facebook

Many Clubs opt to create Facebook or Instagram pages for their club, which allows students to 'Like' or "Follow" the pages to get updates from the club. It is expected that these be set up and maintained in a professional manner, not only is the club's social media a representation of itself, but the SGA and Champlain as a whole. Any misconduct by the club's social media page will result in an order from the Director of Clubs to remove the page, and could result in immediate probation depending on the circumstances. The basis for misconduct would be as follows:

- Harassment of any kind by the club's social media account
- Defamatory language directed at any individual
- Lewd or explicit posts
- Doxing of any individual
- The release of any confidential information about the SGA, Club Members, or Champlain College

Instagram/Snapchat

Similarly to Facebook, Instagram can be set up by club leaders to help market the club and allow for photos of club events to be shared. While once again these should be maintained in a professional manner, they are a great way to reach new and future students of the college.

Champlain Website

The Champlain College Website gets updated yearly with new club information. This information is pulled directly from the Club Registration Forms that are submitted each semester. For this reason, it is imperative that clubs submit the correct information to have their club posted on the website.

On Campus

Posters

Champlain College has an impressive system for putting posters up on campus and it is all run through Student Activities. If you would like posters to be posted around campus or in the residence halls, then it is important that you speak with Student Activities about getting them approved and having them put up. Any and all posters must be approved by the Director of Student Engagement before submitting them to the Student Engagement Office, the recommended number of posters to submit is 75.

Dining Hall Napkin Dispensers

The napkin dispensers in the Dining Hall are a great option for getting the word out to the student body. While it is not always possible to utilize, it is always worth asking the Sodexo/Champlain Dining Services Staff to use them.

Digital Signage

Digital Signage can be found on monitors across campus. If you would like to advertise your club events on these monitors you can submit a Webmaster ticket on the [Champlain website](#). The advertisement must be landscaped, sized at 1920px by 1080px, and submitted as a JPG, JPEG, or PNG.

Stall Street and The View

The Stall Street and The View allow students to advertise events across campus through online and physical channels. If you would like to advertise your club events on these monitors you can submit a form on the [Champlain website](#). The Stall Street weekly calendar changes on Thursday or Fridays, so make sure submissions are completed by Wednesday.

Food

Basic Info

Food is a very common thing for clubs to budget and typically contributes to a small portion of the club's budget. This does not include money that is fundraised by the

club, which can be spent on food as well if so desired. If club money is being spent on food, it is recommended that it be purchased for events larger than 10 people because this is the minimum number of students to form a club.

Sodexo's catering is a great option for larger events and can be planned well in advance and easily brought anywhere on campus. Current menus for the catering are available through Sodexo in the Dining Hall and can be very accommodative if planned in advance.

Popcorn Machine

A popcorn machine can be reserved from the HUB for events and popcorn is provided with the machine. This can be checked out by any student and brought anywhere on campus for an event. It must be cleaned and returned prior to the closing of the HUB that night. **Clean the machine thoroughly**, the Hub Desk makes a record of all who use the popcorn machine. This must be booked in advance of the event at the HUB Desk and is best to pick up prior to the start of the event since it takes time to make the popcorn. For any questions on the proper use of the machine, please talk with the personnel at the HUB or contact the Director of Clubs.

Miscellaneous

Many clubs opt to get food from local places. Many places that deliver offer student discounts, so it is best to call in orders so that you will be able to ask. In addition, this will allow you to notify them of the **Tax Exemption Form** so that they can charge the appropriate price prior to delivery. Tips should not be more than 20% of the subtotal.

Policy, Violations and Penalties

Policy Guidelines

The Director of Clubs will update and maintain a list of policies that apply to clubs and define violations of those policies. Penalties are set by the Director of Clubs and the final ruling of a policy violation will be determined by them as well. The current list of Club Policies can be found at sga.champlain.edu/clubs/

Probation Policy

In the event that a club is found in violation of club policy they may be put on probation. There are two possible stages to probationary status.

- The first is a probationary hold. This stage is reserved for situations where a club is suspected of violating policy but no evidence has been collected. During the hold period (maximum of 2 business weeks at a time) any violation of the policy will result in immediate Club probation, regardless of the predetermined penalty set in the Club Policies. The Director of Clubs is the only person who may issue a probationary hold, and they may do so of their own volition.
- The second is probation. A club is put on probation if evidence is found revealing that a club has committed a policy violation that carries the penalty of probation. The probationary period can last no longer than 2 semesters. While a club is on probation they incur the following penalties;
 - The club's budget will be limited to 10% of the total allocated at the start of the semester in which the violation(s) occurred.
 - They are not eligible for Audition based membership approval.
 - Their club budget may not be spent on apparel or marketing materials.
 - At least one club head must meet with the Director of Clubs monthly to discuss the status of the club.
- Probation status must be approved by the House before it goes into effect. The Director of Clubs must have recommended probation status, and then provide evidence to the House to justify it. Probation status shall be approved by a simple majority of the House. The House has the final say on the implementation and removal of probationary status upon a club. Representatives from the club shall also be invited to attend the meeting where their probation status is being discussed.

Risk and Liability

Registration for “High Risk” Clubs/Organizations

The Director of Student Engagement will review club forms within three (3) business days to determine if the club is of high risk or liability. If the Director of Student Engagement has questions for the club / organization, they will set up a meeting with the club President / club head.

If the club / organization is considered high risk, the Director of Student Engagement will contact the Contract & Risk Management Director to review.

If approved by the Contract & Risk Management Director, the club / organization will be eligible to be recognized by the Student Government Association.

- Any additional regulations or liability measures set by the Contract & Risk Management Director *must* be followed in order to maintain recognition.
- These records will live with both the Director of Student Engagement and the SGA Director of Clubs (passed down yearly).

Returning Clubs / Organizations:

If the club / organization is a returning club, the SGA Director of Clubs and Director of Student Engagement will look into historical documents to determine if there are any regulations or liability measures already set in place by the college, given only if the club has been active within the past two years before resubmission.

Benefits for Clubs / Organization:

Only **registered** clubs / organizations will be eligible to use the namesake of “Champlain College”, receive funding upon approval from the SGA House of Representatives, use space in the College buildings and on campus grounds, and to place notice of events in College media.

- Exemption for this is only allowed for Department sponsored clubs / organizations
 - Examples: CHAMP (Student Engagement), Eco-Reps (Center for Service & Sustainability), Etc.

Athletic

All athletic-related clubs must provide the Director of Clubs with the number of males and the number of females who participate in the club. This is purely to report to the school for insurance purposes and to be sure that everyone who

participates in the club is covered under the school's insurance should something happen.

All athletic-related clubs must also have each participant in the club complete a liability waiver form prior to participation. These forms must be turned into the Director of Clubs.

Outside Contracts

All contracts with anyone from outside of Champlain College must be signed by the school, not students or advisors of a club. In most cases, the Risk Management office will sign these contracts. In the case that they are not the correct department to sign off on the contract, they will be able to direct you to the correct department. If you would like the assistance of SGA in having the school sign contracts for you, contact the Director of Clubs.