

❖ **I want to start a club. What do I do?**

- Check the UWC website for the list of current clubs running at UWC. If yours is already there, contact the faculty member listed as the supervisor of that club to get more information.
- If this is a brand-new club, great! Gather ideas, chat with your fellow students to get an idea of exactly what your club will be about.
- Read through the UWC Club Guidelines that outlines the Roles and Responsibilities for everyone involved in the club.
- Find at least one faculty member to be your Club Supervisor.
- Visit the UWC Office to fill out the online information form.
- Once your club is approved by the Dean's, you're ready to roll! It's time to:
 - Contact the UWC Office to book your classroom space.
 - Create posters, advertise on the CCTV/Times.
 - Hold your first meeting and enjoy your new club!

❖ **I need a space to hold our meetings/event. How do I book a room?**

- Visit or email the UWC Office to book a space for your meetings or event. This should be done well in advance to ensure availability.
- Events in Duckworth need a minimum of 3 weeks and are booked through the UWC Physical Education Department.

❖ **How do I advertise my club?**

- All communication such as posters, Collegiate Times, and CCTV, must be approved the Office before distribution.
- Any requests to add to the upcoming Collegiate Times must be submitted by Wednesday for distribution for the upcoming Sunday.
- Posters must follow the UWC Poster Policy.
- Advertisements should be removed promptly after conclusion of the event.

❖ **How do I make a social media account for my club?**

- Social media accounts must be approved by the Dean's before creation.
- Faculty supervisors must have access to the user-name and password.
- All accounts should be set to private.
- All student posts must be approved by the faculty supervisor.

- No posts about personal opinions, politics, religion, or unrelated content
- Do not post private details such as phone numbers, personal accounts, schedules, ID's, etc.
- If you are posting a photo of student(s), be sure to ask for consent to post first.
- All accounts represent UWC and should follow our code of conduct.

❖ **How do I fundraise?**

- Fill out and submit the fundraiser request form to the Office for approval no later than two weeks before the planned event.
- Have a clear goal and/or supporting cause.
- Be sure you book any applicable spaces you plan to use.
- All funds raised will be held securely in the Office until ready to be distributed to the beneficiary.
- Money should only be collected as cash. Clubs are NOT allowed to accept e-transfer, debit, or credit card payments.
- Fundraisers are not allowed for personal gain (example: to fund a club pizza party), however it may be used to purchase items for the club.
 - For example, a fundraiser to hold an end-of-year pizza party is NOT allowed, but you may fundraise to purchase a robotics kit to be used by the club.
 - All purchases made are property of UWC.

❖ **I want to plan an event. Where do I start?**

- Confirm the details of your event with your faculty supervisor. If they have any concerns, they may contact the Dean's for further guidance. Ensure that your faculty supervisor is available to supervise the event.
- Book rooms/spaces that you plan to use.
- Create posters and advertisements for your event and send them to the UWC Office to be added to the CCTV and the Collegiate Times.
- Delegate and plan your event, using your club members to help you.

❖ **How do we purchase items or materials for our club?**

- All items purchased are property of UWC and must always remain on school property. Exceptions will be granted for specific events that happen off-campus.
- No food, drink, or items that would be consumed for personal gain are allowed. Online subscriptions are allowed.
- Club Leaders must visit the UWC Office to fill out a budget proposal form. The Dean's will review the request and notify you of the decision.
- All purchasing should be done by the UWC Office. If you wish to purchase an item and be reimbursed, it must be approved by the Dean's prior to purchase.
- Proposals may not be granted at 100%. If necessary, you may be required to fundraise the remaining amount.

❖ **How do I run a meeting?**

- Set an agenda and share with everyone at the meeting so all members know what to expect. You may ask for input from other members on agenda items.
- Use the agenda to stay on track and manage your time.
- Encourage and provide equal participation.
- Take notes and review any decisions that were made. Designate one person to take notes and hold the records for all meetings.
- Create clear action items.

❖ **Our club isn't working and we are ending it. What do we do?**

- That's too bad! If you've already decided that you'd like to terminate your club, please inform the UWC Office so we can cancel bookings and remove advertisements from the CCTV and Collegiate Times.

❖ **Our club does not need formal meetings. We just want to meet to play chess/board games/trivia/etc. Do we still need to follow all these rules?**

- Yes! Even though you might not be holding formal meetings, events, or fundraisers, you still need a faculty supervisor, submit an information form, book a room, and follow all policies and procedures. You may not need a formal agenda or meeting minutes, but you should still advertise your club, hold regular meetings, and inform the UWC Office about any changes with your club.

❖ **Does my club need to run all year?**

- Nope! You can end your club at any time of year, or plan to only run for a limited amount of time. Be sure to update the UWC Office of your intentions.

❖ **A problem came up and our club needs help, who do I talk to?**

- Always talk with your faculty supervisor first. If it's something they feel needs to be escalated further, you should book an appointment to meet with a Dean about the situation.
- Similarly, if the UWC Office notices that your club is not following the UWC Club Guidelines or the Student Code of Conduct, we will invite you in for a meeting with the Deans to discuss the issues.