

## Cascadia Office of Student Life

### Club Structure

#### Club Level 1

- Club has one vote at Club Council Meetings
- Club has access to campus resources through the Office of Student Life such as: printing, posting, poster creation, room reservations, supply check out
- Can meet regularly on campus and host club meetings
- Can host activities on campus, Monday-Friday 8am-5pm, with approval from the Office of Student Life
- Club has access to limited funding to host events, limit of \$500.00 per quarter
- Minimum of 3 members required to start, no maximum number of club members
- Advisors are encouraged, but not required to be recognized

#### Club Level 2

- Club has one vote at Club Council Meetings
- Club has access to campus resources through the Office of Student Life such as: printing, posting, poster creation, room reservations, supply check out
- Can meet regularly on campus and host club meetings
- Can host activities on and off campus, with advisor approval and approval from the Office of Student Life
- Club has access to funding over \$500.00 per quarter to host events
- Club has the ability to travel and host field trips with their advisor
- Minimum of 5 members required to start, no maximum number of club members
- A Cascadia College Full Time Faculty or Staff advisor is required

**All forms are due two days prior to the next scheduled meeting.**

**Club Level 1**

<b>Club Service</b>	<b>Forms</b>	<b>Timeline</b>
Meeting Room Requests	Email Request to Studentprograms@cascadia.edu	1 Week before date needed
Event Requests	Club Action Form	2 Week minimum before the event
Food/Supplies	Club Action Form	2 Week minimum before the event
Graphic Design	Graphic Request form	2 Week minimum before the event
Print Requests	Graphic Request form	1 Week minimum before the event

**Club Level 2**

<b>Club Service</b>	<b>Forms</b>	<b>Timeline</b>
Meeting Room Requests	Email Request to Studentprograms@cascadia.edu	1 Week before date needed
Event Requests	Club Action Form	2 Week minimum before the event 4 Week for events over \$500.00
Food/Supplies	Club Action Form	2 Week minimum before the event
Graphic Design	Graphic Request Form	2 Week minimum before the event
Print Requests	Graphic Request Form	1 Week minimum before the event
Field Trip	Club Action Form Field Trip Authorization Form CC Van Request Form CC Liability Waiver	1 Month minimum before the trip
Travel	Club Action Form Travel Approval Form CC Van Request Form CC Liability Waiver	1 Month minimum before the trip