



Club Structure and Club Resources

Level 1 Club

- Requires a minimum of three (3) currently enrolled Cascadia students, no maximum number of club members
- Has one (1) vote at Club Council meetings
- Club Advisors are encouraged, but not required to be recognized as a club
- Can meet regularly on campus with a dedicated meeting room space
- Access to the Office of Student Life resources, including meeting/event room reservations, supply check-out, Zoom Pro Account, Community Engagement Officers (CEOs) Services (such as graphic arts requests, printing, access to advertising/marketing), etc.
- Can host activities and events on campus, Monday through Friday with prior approval from Student Life
- Can request funding from Club Council for activities/events up to \$500.00 per quarter

Level 2 Club

- Requires a minimum of five (5) currently enrolled Cascadia students, no maximum number of club members
- Has one (1) vote at Club Council meetings
- Faculty/staff advisor is required to be a Club Advisor
- Can meet regularly on campus with a dedicated meeting room space
- Access to the Office of Student Life resources, including meeting/event room reservations, supply check-out, Zoom Pro Account, Community Engagement Officers (CEOs) Services (such as graphic arts requests, printing, access to advertising/marketing), etc.
- Can host activities/events on and off campus, with prior approval from Club Advisor and the Office of Student Life
- Can request funding from Club Council for activities/events over \$500.00 per quarter
- ~~Has the ability to travel on field trips, with required participation of a faculty/staff Club Advisor (not applicable for Fall Quarter 2021)~~

Club Access to Resources

All forms listed below can be found on the [Student Life Resources website](#).

Level 1 and 2 Club Available Resources

| Club Service | Process & Forms | Due Date | Contact |
|--|--|--------------------------------------|--|
| Copying & Printing Requests | Submit CEOs Services Request Form | 2 business days prior to date needed | CEOs Services Request Form |
| Graphic Design | Submit CEOs Services Request Form | 3 weeks prior to date needed | CEOs Services Request Form |
| Funding Requests | Submit Club Council Funding Request Form (Funding needs to be approved by Club Council before purchases can be made. Club Council meets every two weeks.) | 3 weeks prior to date needed | Download and fill out the Club Council Funding Request Form Then email the form to StudentPrograms@cascadia.edu |
| Info Tables | Submit Clubs Activities/Events Report Form | 2 weeks prior to date needed | Clubs Activities/Events Report Form |
| Kody's Weekly | Submit Clubs Activities/Events Report Form | 2 weeks prior to date needed | Clubs Activities/Events Report Form |
| Meeting & Event Supplies | Submit Event Supply Request Form (Submit this form to request items that can be checked out from Student Life.) | 2 weeks prior to date needed | Download and fill out the Event Supply Request Form Then email the form to StudentPrograms@cascadia.edu |
| Room Reservations (including reoccurring meetings) | Submit Clubs Activities/Events Report Form | 2 weeks prior to date needed | Clubs Activities/Events Report Form |
| Sandwich Boards | Email preferred dates/location | 2 weeks prior to date needed | Contact Student Life Advisor at StudentPrograms@cascadia.edu |

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| | (Posters for the sandwich board can be requested through the CEOs Services Request Form.) | | |
| TP Times | <p>Submit Clubs Activities/Events Report Form</p> <p>(The TP Times operates on a biweekly schedule, the earlier you submit your event, the better, submissions need to be received 2 weeks prior to the posting date at a minimum. The published dates are the 1st and 3rd Fridays of every month.)</p> | 2 weeks prior to posting date | Clubs Activities/Events Report Form |
| Additional Level 2 Available Services | | | |
| Travel* | <p>Submit:</p> <ul style="list-style-type: none"> • Club Council Funding Request Form • Travel Approval Form • Liability Waiver • Van Request Form <p>(Funding needs to be approved by Club Council)</p> | 1 month before the scheduled trip | Email your forms to StudentPrograms@cascadia.edu |

* Travel is only available for Level 2 Clubs. Any type of travel is not allowed during Fall Quarter 2021. The decision of future travelling is up to the discretion of Student Life.

Questions? Contact StudentPrograms@cascadia.edu.

