



# MEETUP REQUEST



Student Center, Room 519 | [activities@tc3.edu](mailto:activities@tc3.edu) | 607-844-8222, ext. 4442

**Complete this form to register your interest in a particular topic or activity.**

**The staff in Student Activities will help you establish a first meeting and assist you with organizing other interested students.**

## BASIC INFORMATION

Today's Date: \_\_\_\_\_

Interest, Hobby, or Activity: \_\_\_\_\_

This is a request for:  Meetup     Organizational Meeting for potential new club

Name of student completing this form: \_\_\_\_\_

Your TC3 Email: \_\_\_\_\_@mymail.tc3.edu

Your Cell Phone #: \_\_\_\_\_ Text Friendly?  YES  NO

## ROOM AND PROGRAM NEEDS

**REMINDER: All Meetups will occur in the Student Center, subject to availability.**

Would you like to meet once/month?

Yes  No

Preferred Time: \_\_\_\_\_

Preferred Day of the Week: \_\_\_\_\_

----OR----

The following specific date(s): \_\_\_\_\_

### FOR OFFICE USE ONLY:

Notes/Requirements:



Approved as:  Meetup    OR     Referred to Open Rec

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

# ➔ HOW TO...Start a New Club

- Step 1 At the Student Activities Office, Room 519, in the Student Center, obtain, complete and return an **Meetup Form**. Students wishing to form a new club on campus must hold **TWO** initial meetings for recruitment and to gauge campus interest.
- Step 2 After an evaluation of the interest generated from the meetings, get an idea of who might be willing/able to serve as officers for the club, and secure the interest of an advisor.
- Step 3 **Draft your club's constitution**. All student clubs at TC3 must have a constitution. (There is a sample constitution provided in this packet.) Submit your draft constitution to the Director of Student Activities, either electronically or in paper form.
- Step 4 After you have drafted your club's constitution, it must be reviewed by the Director of Student Activities. The Director will work with you to critique it and be sure that it is in compliance with the accepted standards. Once approved, the Director of Activities will give you the rest of your **Club Registration Forms**.
- Step 5 Return the completed **Club Registration Forms** to the Student Activities Office. You need to turn in:
- Final version of the Club Constitution (which has been pre-approved by the Director of Student Activities.)
  - Executive Board Roster
  - Advisor Agreement
- Step 6 When you return your forms, **schedule a meeting between the group executive board and the Director of Student Activities**. At the meeting, you will discuss the club's organizational goals and be introduced to the resources available in the Student Center for all clubs.
- Step 7 **Congratulations!** You're a new student club at TC3! Now get to work!! 😊



**FORMS YOU NEED: MeetUp Request Form, Constitution Template, Club Recognition Packet**