Thank you for your interest in forming a new student club at NTC! With thoughtful consideration, careful planning and dedicated time, you can create a community of individuals working for the same goals.

Consider the following as you plan for the future:

- What is the purpose of the student club?
- How is it similar to and/or different from existing campus clubs?
- Who is the target audience for membership?
- What will members gain by becoming a part of the club?
- How will you explain the student club to others?

Once you have the basic concept of the student club, it’s time to identify an advisor, recruit members, and submit official paperwork. The key to successfully organizing a new club is through sound and proper planning.

1. Submit the following to the Student Government Association (SGA) for consideration:
   a. **Faculty/Staff Advisor**
      Carefully select a club advisor, knowing you may need to ask several instructors and NTC employees to find a right fit. Once someone agrees to advise your club, write down his/her name, NTC extension and mailstop.
   b. **Membership List**
      Use the Student Discussion Board and word of mouth to get the word out about your proposed club. Your membership list should include the names and student ID numbers for at least ten NTC students.
   c. **Constitution, Goals and Objectives**
      Your constitution outlines the club’s name, mission, membership eligibility, goals/objectives, officers (see next bullet) and duties, meeting schedule (e.g. once monthly or every 2nd and 4th Thursday, etc.).
   d. **List of Officers**
      President, Vice President, Secretary, Treasurer, SGA Representative, SGA Alternate

2. After review, SGA will add the request as an agenda item at an upcoming scheduled SGA Representative Meeting. A representative from your club must be present to petition for approval.

3. Once the student club is approved, it has "new club" status for one year:
   a. At the end of the first year, the student club will be reviewed by the SGA Executive Council, the advisor and the Student Life Office to determine whether the club is eligible for permanent status.
   b. The student club is entitled to SGA Educational Matching Funds.

The Student Life Team is available to assist every step of the way! Reach us at studentlife@ntc.edu. Congratulations and good luck!