

Bellin College Student Club Handbook

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► Student Club Handbook

Bellin College prides itself in attracting highly engaged students that, through education and experience, develop into future leaders in the healthcare professions. Student clubs provide opportunities for students to engage with each other.

Student Clubs are informal, student-driven groups focused on shared interests, wellness, and peer engagement within the campus community. They are low risk in nature, do not fundraise or manage finances, and typically operate without formal leadership structures or the requirement of a staff or faculty advisor.

Student Clubs foster community, belonging, and share interests through low-risk, campus-based activities.

Examples include hobby-based clubs, study groups, and informal social or peer-support groups.

► Student Club Guidelines

Guidelines for Student Club Involvement

Each person participating in a student club must be a Bellin College student.

Recognition and Oversight

The Campus Life Coordinator oversees all student clubs. Student Clubs have minimal administrative requirements due to their informal and low-risk nature.

Activities, Fundraising, and Financial Management

Student Clubs are prohibited from fundraising or maintaining institutional accounts.

Meetings and Documentation

Student Clubs are not required to maintain formal documentation.

Roles and Responsibilities

Student Clubs operate independently with optional leadership roles and fewer oversight requirements.

Institutional Compliance and Review

The College reserves the right to reclassify a Student Club as a Student Organization if it's scope changes to include financial activity, external engagement, or increased risk. Student Clubs will be reviewed periodically to ensure alignment with institutional priorities and compliance standards.

Non-Discrimination Policy

It is the policy of Bellin College to be nondiscriminatory because of race, color, creed, national and ethnic origin, religion, age, gender, gender identity, sexual orientation, marital status, or disability in the admission of students, in student programs, and in the employment of College faculty and staff.

► Student Clubs

For a current list of all student clubs, please visit the BC Buzz.

► Student Club Recognition Process

The college supports the right of individuals to organize and participate in student clubs whose purpose is in line with the mission of Bellin College.

Clubs Seeking Recognition Must Have

- At least three (3) active Bellin College student members
- A Bellin College Faculty/Staff Facilitator(s), who is at least half time, is recommended, but not required.
- Membership list/Roster – through the BC Buzz
- Purpose statement, including mission and goals.
- Provide something unique to campus and not duplicate existing campus efforts.

Clubs with Recognition Enjoy the Following Benefits

- Use of Bellin College name and logo
 - If a student club is going to use the Bellin College logo, they must receive approval on the documentation by the Marketing Department
- Access to Marketing Department for graphic design
- Reservation of Bellin College rooms and spaces
- Registration of on and off campus events
- Liability coverage by Bellin College insurance policies

The Process of Obtaining Recognition is as Follows

- A meeting is scheduled with the contact person seeking recognition and the Campus Life Coordinator for further information and clarification of the recognition process.
- The recognition process, found on the BC Buzz, is completed by the contact person seeking recognition.
- All information submitted to the BC Buzz will be reviewed by the Campus Life Coordinator.
- The Campus Life Coordinator will relay information to College administration for input.
- The Campus Life Coordinator will inform the contact person of the decision.
- If a club is approved for recognition, the club and contact information will be posted on the BC Buzz.

► Student Club Events

Each student club will plan events throughout the school year. Each event must go through the appropriate approval process and follow Bellin College policies, foundational behaviors, etc.

To ensure each event is given the attention it deserves (posters, social media, etc.), we ask that all requests are made as soon as possible prior to your event.

Event Form

Student clubs should consult their club's facilitator(s) regarding activities and events. The "activity/fundraiser request" form is available on the BC Buzz and will be reviewed and approved by the Campus Life Coordinator. If you have any questions about this form or event, please contact the Campus Life Coordinator at campuslife@bellincollege.edu

The following standards apply to each club:

- Submit the request form as soon as possible prior to the event. The Campus Life Coordinator will notify the club whether the event is approved.
- Assistance with publicity and room availability will be provided as needed.
- Off-campus event waivers must be filled out for each attendee prior to any off-campus event.

► Facilitator Role for Student Clubs

Staff or Faculty are able to function as facilitators for student clubs in order to give guidance to students and serve as a resource person in planning, deliberating, and evaluating activities/events for the club. They may also serve as a resource and liaison to administration, faculty, and others as needed.

Please refer to the Facilitator Role for Student Clubs policy found here in the **Bellin College Guide & Handbook**.

► Campus Posting Policy

The purpose of this policy is to provide direction for the appearance and general care of the College building when posting advertisements. The goal is to maintain a professional physical image, assure compliance with safety codes, ADA requirements and to support an eco-friendly environment. The policy pertains to the interior and exterior areas of the campus.

Please refer to the Campus Posting Policy found here in the **Bellin College Guide & Handbook**

► Student Off Campus Event Policy and Procedure

Students participating in off-campus, student-hosted events represent Bellin College. This representation of the College may reflect both positively and negatively on the image of the institution as well as the club.

While individual students enjoy freedom off campus, they or their club must realize when functioning under the College name, they are seen by others as Bellin College representatives. There must also be an understanding that the individual represents the club running the event, and the club needs to be responsible for the individuals. This extends to alumni participation at events. All college policies and procedures, Student Behaviors, handbook rules, etc. must be followed at all events on and off campus.

Please refer to the Student Off-Campus Event Policy and Procedure found here in the **Bellin College Guide & Handbook**.

► Student Club Disciplinary Actions, Policy, and Procedures

The purpose of this policy is to ensure an equal and fair process for student club issues related in violating the Bellin College policies, values, and student foundational behaviors.

A copy of this policy is available on the [Bellin College Guide & Handbook](#).