

Student Engagement

Student Club Recognition Process for New Clubs

Follow the process below to start a new student club. All steps must be completed to be officially recognized.

Step	Who/What	What to do
1	Interested Students	<ul style="list-style-type: none"> Schedule a meeting with the Student Engagement Manager or Coordinator to discuss the club idea. Pick up a New Student Club Application in the Student Engagement office or email engage@harpercollege.edu or print a copy from the Harper website.
2	Student Club	<ul style="list-style-type: none"> Seven (7) students currently enrolled at Harper who are committed to joining your club Complete the New Student Club Application & Constitution One member must be President One member must be Treasurer Faculty/Staff advisor(s) required (Advisor Agreement Required) Submit application to Student Engagement office before November 1 for the fall semester or April 1 for the spring semester.
3	New Club Recognition Meeting	<ul style="list-style-type: none"> President and treasurer must attend a new club recognition meeting with the Student Engagement Manager or Coordinator to review their application and constitution.
4	Student Engagement	<ul style="list-style-type: none"> Club President, Treasurer, and Advisor will receive email notification stating the club's official approval. Newly recognized clubs will be sent their account number after all steps are completed.
5	Club Members	<ul style="list-style-type: none"> 2 Members must attend the Club Leadership Training. For current dates and times for upcoming sessions, check with Student Engagement. If training has concluded, a meeting with the Student Engagement manager or coordinator is required.
6	Club Advisor	<ul style="list-style-type: none"> Review and sign the Advisor Agreement Review Advisor Training and meet with the Student Engagement manager or coordinator to review questions Review the Advisor Handbook
7	Club Members	<ul style="list-style-type: none"> Upon approval of your club, you will be invited to present at Student Government Association to make them aware of your new club