



Club Process of Recognition

Any group of students wishing to form a club must secure approval from the Student Senate before they can be recognized as an official club of Ridgewater College. Membership of all clubs is open without regard to race, religion, ethnicity, gender identity or sexual orientation.

To secure approval, a club must meet the following requirements:

- Have at least 5 members who hold a current student status at Ridgewater College.
- Find at least one club advisor that is currently employed at Ridgewater College.
- Submit a written club application to Student Life.
- A representative from the group must appear before the Student Senate and petition orally for approval.
- Approval of two-thirds (2/3) of the members of the Student Senate is required.

To maintain active status, a club must meet the following requirements:

- Send a representative to attend a minimum of 1 (one) meeting per semester with the Student Senate and the Student Activities and Wellness Coordinator.
- Keep club contact information up to date and inform the Student Senate and Student Activities and Wellness Coordinator of any changes.
- Maintain a membership count of at least 5 members.
- Follow the Ridgewater Code of Conduct.

Responsibilities of Recognized Clubs

- Accept responsibility for the supervision and safe operation of all programs, meetings, and events hosted by the club.
- One member must be recognized and serve as a representative to the Student Senate.
- Members must hold current student status at Ridgewater College.
- The club must maintain active and updated files in the Student Life Department.
- The club must practice non-discrimination in recruiting members and programming, as defined by the Ridgewater College policy and local, state and national statutes.
- All members of the Club must act responsibly as members of the Ridgewater College community.
- Advisor(s) must attend one club advisor meeting each year.
- Compliance with all College policies and procedures as defined in the Ridgewater College Policy and Procedure website: ridgewater.edu/policies

The College reserves the right to disband any club whose members knowingly and willingly violate the policies and regulations of the College or which fails to comply with its own club constitution.

WILLMAR CAMPUS

2101 15th Ave NW
Willmar, MN 56201
320-222-5200 | 1-800-722-1151
FAX 320-222-5212

HUTCHINSON CAMPUS

2 Century Ave SE
Hutchinson, MN 55350
320-234-8500 | 1-800-722-1151
FAX 320-234-8512

www.ridgewater.edu



Club Application

Club Name: _____

Category:

Mark the category best reflecting the Club's focus. If multiple categories apply, please check all that apply.

- Educational/Program Based Service Area Hobby
 Leadership Development Recreation/Sports Social

Description:

What is the purpose of your club? What would you like to accomplish? What best describes the group?

Primary Advisor

Your primary advisor must be a staff or faculty member of Ridgewater college.

Name

Email

Phone Number

Secondary Advisor (if any)

Name

Email

Phone Number

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Student Representative:

Who is the main point of contact for the Student Senate and Student Life?

Name Star ID

Email Phone Number (optional)

Please attach the following to this application:

- A list of current interested club members (minimum 5)
 - Club members must be currently enrolled Ridgewater College students

The below paperwork will also be due before you can officially become a club, but it can be submitted at a later date after meeting with the Student Senate. To request this paperwork, please contact Student Life:

- Club Constitution
- Club Mission & Goals Statement
- Club Advisor Responsibilities Form (one from each advisor)

Submit this application to Student Life: student.life@ridgewater.edu

Hutchinson Campus: Heather Marcus, 320-234-8562 | Willmar Campus: Angela Haas, 320-222-5643

Updated 08-07-23

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