

## **Club FAQs**

### ***What is club tabling?***

- Tabling is when a club sets up a table to share information, recruit members, or promote events. It's a great way to engage with students and spread awareness about your club.
- To reserve a tabling space, fill out the MLC event request form
- There is a \$10 fee if you plan to sell or fundraise at the table

### ***Can I bring weapons to campus if they relate to my club's mission/ activities?***

- The possession of weapons on campus is prohibited by Policy 14-i of the Regents of the University of Colorado, except when prior written approval of the campus' Chief of Police has been obtained.
  - Weapons include, but are not limited to:
    - Simulated knives or other blades (ie- swords, sabers, etc)
    - Striking devices (ie- clubs, canes, nunchakus)
    - Simulated firearms (ie- airsoft or paintball guns)
- To obtain this permission, please fill out this form:  
<https://forms.office.com/Pages/ResponsePage.aspx?id=-kOTUsjon0GrLqcMEA0IEFsZHZ2KyycNGqfzsqMKMUCxUNFVFR05KVUENFVLSNJMTAxREFKtIZEMyQIQCN0PWcu>
- If you have specific questions, you can contact the UCCS Police at [police@uccs.edu](mailto:police@uccs.edu)

### ***How do I use my club cash?***

- Please see the document "Club Funding"

### ***Can we get a stole or cord for my club?***

- Yes, you can!
- There is no form or application to obtain a stole or cord for your club
- You are *not*, however, allowed to use the official UCCS logo or font on the stole
- If you are part of a nationally affiliated organization (ie- an honor society), check with that organization first to see if they have ones already available, or if they have any specific guidelines

### ***How can we check out Student Life equipment or supplies?***

- You can fill out the MLC form “Student Life Equipment Check Out”
- Some of the items we offer include:
  - Banana boards/ A frames
  - Cash box and receipt book
  - Cornhole boards/ bags
  - Can jam
  - Ladder ball
  - Horseshoes
  - Bocce ball
  - Spike ball
  - Giant connect 4
  - Giant Jenga
  - Plinko board
  - Prize wheel
- If there are other items you would like to check out, email Student Life to see if we have them available
- In the form you will fill out the date/time for pick up and return
  - Clubs are allowed to check out banana boards for 2 weeks at a time
- You will then come to the Student Life office to pick up your items and sign them out
  - Please be sure to sign them back in upon returning
- Fill out the form at least 7 days before your requested pick up

### ***Can a club host off-campus events?***

- Yes! Club events do *not* have to occur on campus.
- You can host events at a local restaurant, a park, your faith’s place of worship, a community center, etc
- We just ask that, even if the event is off-campus, please put them in MLC!

### ***Where can clubs store their items?***

- Unfortunately, because of the number of clubs, Student Life does not have the capability to store items
- If you are an academic or department-based club, check with your department to see if they have the ability to store items
- Otherwise, the club must decide how to store them

### ***Is there a way to message all of campus?***

- No, but you are able to message anyone that is listed in your MLC roster
- On your organization’s roster page on MLC, there is the “messaging” button

### ***How do we add people to our club roster?***

- On your organization's MLC page, there is a tab labeled "roster"
- In the top right corner, there is an "invite people" button, simply enter their email address to add them

### ***How do we get new members for our club?***

- Once you register your club, you are able to use many different method of recruitment. Some of these include:
  - Word of mouth
  - Club tabling (see section above)
  - Creating a social media presence (see "Club Social Media" document)
  - Posting flyers around campus (see "Club Advertising" document)
  - Attending Student Life club events
    - Club Fair, Club Field Day, etc
  - If you are an academic-based club, connect with your department

### ***How can a club receive mail to UCCS?***

- Have the mail addressed to:
  - (Club name)  
1420 Austin Bluffs Pkwy  
UC 104  
Colorado Springs, CO 80918
  - Student Life will then reach out to pick up your mail

### ***Are we allowed to bring our own food to campus (ie- potlucks or bake sales)?***

- Short answer: no.
- Long answer: there are some food items that are allowed, but most are not.
  - You are *not* allowed to bring:
    - Bake sale
    - Potlucks
  - You *are* allowed to bring:
    - Pre-packaged items (ie- chips, candy, drinks)

***When do we need to fill out a waiver and how can we get one set up?***

- Whenever your club is doing a “risk-prone” event, a waiver needs to be completed by each club member attending
  - Examples (from real past events) include, but are not limited to:
    - Motorcycle Club doing a weekend ride
    - Airsoft Club going to a competition
    - Ninja Warrior Club going to a warrior park
    - Black Student Union going to Freedom Acres Ranch
- To have a digital waiver created for your trip, please reach out to Student Life and we can send you a link

***Can a club partner with SGA for an event?***

- There are two ways for a club to partner with SGA:
  - Monetarily
    - To have a club event sponsored monetarily by SGA, a club needs to partner with a Senator to propose a bill to SGA
    - This happens very infrequently
  - Support
    - To have a club event sponsored by SGA through support and marketing, a club needs to partner with a Senator to present your event idea at Senate, then SGA will allow you to put the SGA logo on the flyers and can table at your event

***Can we buy alcohol at an event with SGA funding?***

- No, you cannot purchase alcohol with SGA funding.
- However, if you are of age, you can purchase alcohol on a separate/personal tab
  - Please keep in mind that the Student Code of Conduct is to be followed even if you are not on campus