



# **CCC Guidebook for Clubs:**

A user-friendly version of our Guidelines!

Revised: February 2024

### **A statement on CCC discretion:**

*Application of or deviation from the policies in this guidebook and the CCC guidelines is solely at the discretion of the CCC.*

### **A statement on CCC guidelines**

*This guidebook is intended to be a more user-friendly way for clubs to familiarize themselves with the CCC and its policies; it does not replace or supersede the officially published CCC guidelines and is intended as an informal reference guide only.*



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# What is the CCC?

Who we are and what we do

## What is the CCC?

The CCC is one of the branches of the Student Union at Notre Dame (other branches include SUB, the Class Councils, etc.)

We represent the interests of undergraduate clubs at Notre Dame in the Student Union, and our overall mission is to support clubs and help them succeed.

That support largely comes through 4 channels:

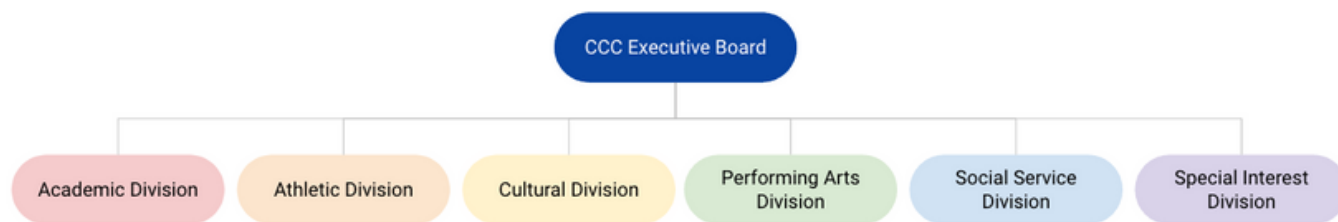
- **Funding:** The CCC provides various types of funding to financially support clubs
- **New/Reactivating club approvals:** The CCC reviews applications for new and reactivating clubs each year to support the formation of viable clubs on campus
- **Advising:** The CCC works with clubs to help plan events or direct clubs to different resources at Notre Dame
- **Celebration:** The CCC gives out club awards each year and helps to improve awareness of club successes and achievements across campus

## Who serves on the CCC?

CCC representatives must be active dues-paying members of at least one Notre Dame club. We are run by club members, for club members.

## How is the CCC structured?

We are made up of an Executive Board (President, Vice President, Controller, and Secretary) and 6 Divisions, each of which is headed by a Division Chair and up to 5 additional Division Representatives.



# Typical CCC Timeline

A general overview of important dates in our yearly cycle, from August to July - exact dates vary by year, and can be found on our website: [ccc.nd.edu](http://ccc.nd.edu)

## KEY

New club applications

Major funding cycle

Mandatory meeting

Miscellaneous

**New/Reactivating club hearings - FALL**

## SEPTEMBER/OCTOBER

CCC reviews new and reactivating clubs and conducts club hearings

**Fall Club Information Meetings**

## NOVEMBER

Mandatory informational meeting for all clubs, where the CCC covers information on funding and policies

**Winter Reallocations**

## JANUARY

Winter Reallocation budget submissions and Division Meetings happen

**Spring Club Information Meetings**

## FEBRUARY

Presentation from ND Day staff, walkthrough of Spring Allocation procedure, election of CCC representatives

**New/Reactivating club hearings - SPRING**

## MARCH

CCC reviews new and reactivating clubs and conducts club hearings

**Probationary Club Reviews**

## MARCH

CCC evaluates all clubs coming to the end of their probationary year

**Spring Allocations**

## MARCH/APRIL

The largest CCC funding cycle of the year; the CCC reviews budget submissions and conducts Division Hearings. This is also the first round of Concession Stand applications (included on Spring Allocation budget form)

**Spring Allocation Deposit and Concession Stand applications (2nd round)**

## JULY/AUGUST

Spring Allocation funds are released to club FOAPAL accounts, and there is a 2nd opportunity to apply for Concession Stands



[ccc@nd.edu](mailto:ccc@nd.edu) | [ccc.nd.edu](http://ccc.nd.edu)

# CCC Directory



## Who to contact and how to contact them

Many different people are involved in the support of clubs at Notre Dame, both within the CCC and in SAO. This page should give you some direction on who to contact for each type of assistance/information.

### CCC Executive Board ([ccc@nd.edu](mailto:ccc@nd.edu)):

#### Contact for:

- Student Government/Student Union-related questions
- Questions about policies/procedures
- Concession Stand applications

### Division Chairs (email to the right):

#### Contact for:

- Questions about your FOAPAL/Glez balance
- Appeal applications
- Spring Allocation/Winter Reallocation submissions



CCC Division	Email
Academic Division	<a href="mailto:cacadem@nd.edu">cacadem@nd.edu</a>
Athletic Division	<a href="mailto:cathlet@nd.edu">cathlet@nd.edu</a>
Cultural Division	<a href="mailto:cultural@nd.edu">cultural@nd.edu</a>
Performing Arts Division	<a href="mailto:perfarts@nd.edu">perfarts@nd.edu</a>
Social Service Division	<a href="mailto:socserv@nd.edu">socserv@nd.edu</a>
Special Interest Division	<a href="mailto:specint@nd.edu">specint@nd.edu</a>

### SAO Activities Liasons (names to the right):

#### Contact for:

- NDCentral requests and access
- LaFortune storage locker information
- Contracts and contract questions
- Reimbursement questions
- Issues depositing dues



Academic Clubs	Alejandra Gonzalez-Galan
Athletic Clubs	Von Williams
Cultural Clubs	Antwann Harper
Performing Arts Clubs	Shelby Robbins
Social Service Clubs	Alejandra Gonzalez-Galan
Special Interest Clubs	Cody Ballinger



# FOAPAL, GLez, and FMB

What the heck are they?

**FOAPAL:** The name for a club bank account; each club has a unique FOAPAL account number, which you will need for filling out any applications for CCC funding and getting purchases approved through SAO.  
**To get this number: email your Division email**

**GLez:** The online system that tracks transactions and account activity. Clubs (with the exception of Athletic division clubs) do not have access to their own GLez pages.

**To obtain a report of your account activity: email your Division email**

**FMB:** FMB stands for Financial Management Board. The Financial Management Board is composed of the Student Union Treasurer, the Executive Controller, the Student Union Board Director of Finance, the Hall Presidents' Council Finance Chair, the Club Coordination Council Controller, the Judicial Council President, all of the Class Council Treasurers, and the Off-Campus Council President. It is the responsibility of the Financial Management Board to uphold the fiscal policy outlined in the Constitution of the Undergraduate Student Union.

**NOTE: We know that clubs are currently unable to access their GLez pages (with the exception of Athletic clubs) and are working to see if we can get this access!**



# Using club funds to make a purchase

**For full information on getting approval for different types of purchases, please see SAO's website:**

**<https://sao.nd.edu/resources/group-management/forms/>**

**There are 3 main options for making purchases using club funds (note: an approved ND Central request is required BEFORE any purchases can be made):**

## **1) Reimbursement**

Group members may purchase items individually and then submit a reimbursement request with documentation of the purchase

## **2) Direct order through SAO**

Groups may email [saoclubs@nd.edu](mailto:saoclubs@nd.edu) no less than 5 days prior to the event with a detailed description of the requested items (full details on the SAO website linked at the top of this page)

## **3) Use of a club Procard**

Certain clubs may have applied for and received a ProCard through the Office of the Controller, which can be used for club purchases.

**PLEASE NOTE: Expenses that are over \$10,000 OR 10% of your club's budget must be approved by FMB, so budget this into your timeline!**

Example:

Club A has \$500,000, and wishes to spend \$12,000. This is smaller than 10% of their budget, but they would still need approval as it is over \$10,000.





# Requirements

Things you should be aware of

**The following requirements apply to all clubs:**

## Dues requirement

All clubs (with the exception of Social Service clubs) must collect dues with a minimum value of \$5 per semester to be eligible for ANY CCC funding

- Fall Semester dues **must be deposited by November 1st**
- Spring Semester dues or once-a-year dues **must be deposited by March 1st**

**The dues requirement is considered 'completed' when 75% of active club members have submitted dues, and those dues have been deposited.**

## Fundraising requirement

A club's maximum allocation is 5 times the amount that they fundraised as a club

For example, if Club A fundraised \$200, their maximum allocation would be:

$$\$200 \times 5 = \$1000$$

### What counts as fundraising?

Dues DO count towards the fundraising requirement, but proceeds from ND Day do not as ND Day is considered to be a financial operation independent of the CCC club funding process. Concession stand profits also do not count towards the fundraising requirement, as concessions are considered part of the CCC's allocations to clubs.

## Social media usage

Clubs are required to use social media responsibly; any inappropriate activity by club social media accounts may incur disciplinary action up to and including inactivation.



# Funding Rules

More things you should be aware of!

**The following funding rules apply to all clubs:**

## Club donations

NO CCC funding may be used to fund any charitable or political donations under any circumstances. Money that clubs fundraise independently may be used for donations.

## Venmo

Due to SAO policy, clubs may not use Venmo for any club transactions. SAO can, however, set up a club PayPal account or Student Shop site.

## Non-FOAPAL accounts

Clubs may not use any off-campus or personal bank accounts to conduct club business

## Apparel funding

The CCC will only fund apparel that stays with the club over time (e.g. jerseys for club sports teams) and not apparel that club members will own

## Travel/conference funding

- CCC funds may be used to fund lodging and gasoline costs associated with conferences or competitions that a club attends. These funds may only fund up to an amount calculated by the General Services Administration and used by Notre Dame, which is updated annually.
- Clubs must receive SAO approval for travel BEFORE using any CCC funds; if this rule is broken, severe penalties may apply at CCC/SAO discretion.
- CCC will fund lodging based on 4 students (of a single gender) are sharing a room

## Food funding

The CCC reserves the right to make discretionary decisions about funding food. General principles apply:

- The CCC will not fund food for officer-only meetings
- The CCC will prioritize funding food for events that are open to all of campus and not just club members
- The CCC will prioritize funding food for events that are “food-centric” (e.g. throwing a picnic) over food that is not central to an event (e.g. having dinner at a normal club meeting)
- The CCC typically will not fund off-campus food (e.g. meals during travel)



# CCC Penalties

There are a number of funding penalties that the CCC enforces for various policy infractions

## **Missing a required allocation/appeal-related Division meeting**

**Up to 10% penalty, with up to 5% additional for each subsequent missed meeting**

Clubs who miss any required Division meetings may incur up to a 10% funding penalty

## **Late submission/incomplete initial submission**

**Up to 10% penalty**

Clubs who do not submit all required forms on time, or who initially submit an application that is incomplete in any way, may incur up to a 10% funding penalty

## **Failure to collect dues**

**Up to 100% penalty**

Clubs who do not collect dues are ineligible for any funding. If they have collected some dues, but not the required amount, a lower penalty may be considered.

## **Missing Fall or Spring Club Information Meetings**

**Up to 5% penalty for each missed meeting can apply for Spring Allocatio Sp**

**Up to 10% penalty for missing Fall Club Information Meeting for Winter Reallocations**

Clubs who miss either or both of the Club Information Meetings are subject to up to a 10% funding penalty

## **Failure to communicate/participate in appeal or allocation processes**

**Up to 100% penalty depending on the severity of the non-communication**

Clubs who do not reply in a reasonable time frame to emails from the CCC asking for clarification on their budget or appeal submissions, or who generally do not participate in the allocation or appeal process after submitting their initial materials, may incur up to a 100% penalty

## **Bad faith behavior**

**Up to 100% penalty**

Any instance of bad faith behavior (including but not limited to misrepresenting financial statements, using CCC funds for personal or unapproved use, and failing to disclose non-FOAPAL bank accounts) may be declared ineligible for CCC funding



# CCC Funding Types

*& what you need to do to apply:*

## ***Normal Funding Cycles***

The two “regular” funding cycles of the CCC are Spring Allocations (**main funding opportunity**) and Winter Reallocations (secondary funding opportunity). The bulk of CCC funding happens during Spring Allocations.

### **SPRING ALLOCATION**

**Applications due:** mid-late March

Open to all clubs at Notre Dame who do the following things:

- 1) Comply with all SAO policies
- 2) Are not in debt/projected debt
- 3) Collect dues of at least \$5 per semester (Social Service clubs are exempt from this requirement)

#### **Application steps:**

- ☐ Attend Spring Club Information Meetings (late February)
- ☐ Download budget sheet from CCC website ([www.ccc.nd.edu](http://www.ccc.nd.edu))
- ☐ Request your FOAPAL balance from your Division email
- ☐ Submit budget sheet to Division email (mid-late March)
- ☐ 2 officers (one incoming officer and one outgoing officer) meet with your Division to go over budget sheet (late March-early April)

**Failure to complete any of these steps may result in funding penalties up to and including being ruled ineligible for any allocation.**

#### **Fundraising Notes:**

A club's maximum total allocation is 5 times the amount that they fundraised

For example, if Club A fundraised \$200, their maximum allocation would be:

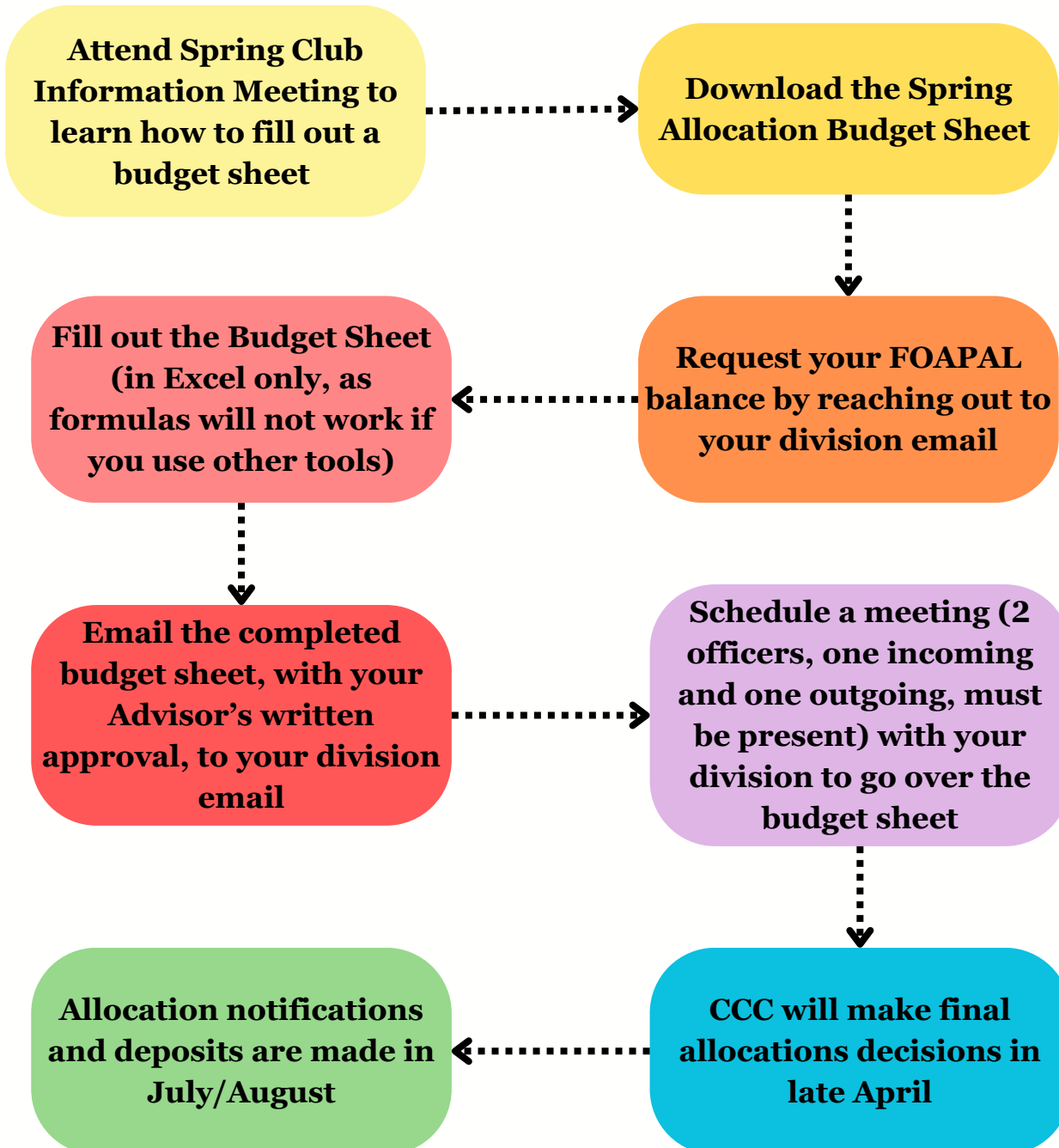
$$\$200 \times 5 = \$1000$$

Dues DO count towards the fundraising requirement, but proceeds from ND Day do not as ND Day is considered to be a financial operation independent of the CCC club funding process.



# VISUAL GUIDE

## *Spring Allocations*





# CCC Funding Types

*& what you need to do to apply:*

## ***Normal Funding Cycles***

The two “regular” funding cycles of the CCC are Spring Allocations (**main funding opportunity**) and Winter Reallocations (secondary funding opportunity). The bulk of CCC funding happens during Spring Allocations.

### **WINTER REALLOCATION**

**Applications due:** mid-January

Open to clubs who applied for Spring Allocations in the previous year, and who are not in debt/projected debt

#### **Application steps:**

- ☐ Download budget sheet from CCC website ([www.ccc.nd.edu](http://www.ccc.nd.edu))
- ☐ Request your FOAPAL balance from your Division email
- ☐ Submit budget sheet to Division email (mid-late January)
- ☐ Meet with your Division to go over budget sheet (late January)

**Failure to complete any of these steps may result in funding penalties up to and including being ruled ineligible for any allocation.**



# CCC Funding Types

*& what you need to do to apply:*

## ***Appeal Funding***

The CCC offers limited appeal funding to clubs facing unexpected expenses.  
For ALL appeal types, clubs must not be in debt or projected to be in debt to be eligible.

### **COLLABORATION APPEAL**      **Applications due:** 10 business days before event

Open to all clubs who applied for Spring Allocations the previous year and are planning to co-host an event with another club

### **CONTINGENCY APPEAL**      **Applications due:** 10 business days before event

Open to all clubs who applied for Spring Allocations the previous year and are facing unexpected costs

#### **Application steps (same for Collaboration and Contingency):**

- ☐ Download and fill out appeal form from CCC website ([www.ccc.nd.edu](http://www.ccc.nd.edu))
- ☐ Email a copy of the form (with Advisor's written consent) to your Division email
- ☐ Meet with your Division to go over the appeal

**Failure to complete any of these steps may result in funding penalties up to and including being ruled ineligible for any allocation.**



# CCC Funding Types

*& what you need to do to apply:*

## ***Appeal Funding***

The CCC offers limited appeal funding to clubs facing unexpected expenses.  
For ALL appeal types, clubs must not be in debt or projected to be in debt to be eligible.

### **FMB COLLAB APPEAL**

**Applications due:** 10+ business days before event  
**Recommended to submit earlier!**

Open to clubs who applied for Spring Allocations wishing to co-host an event with a branch of the Student Union (e.g. SUB) - requires double approval from the CCC and FMB

#### **Application steps (same for both):**

- ☐ Download and fill out appeal form from CCC website ([www.ccc.nd.edu](http://www.ccc.nd.edu))
- ☐ Email a copy of the form (with Advisor's written consent) to your Division email (pg. 2)
- ☐ Meet with your Division to go over the appeal
- ☐ After CCC approval, the CCC will then present the appeal to FMB (Financial Management Board) for final approval

**Failure to complete any of these steps may result in funding penalties up to and including being ruled ineligible for any allocation.**





# CCC Funding Types

*& what you need to do to apply:*

## ***Loans***

The CCC can offer discretionary loans on a case-by-case basis to any clubs, including those in debt or who did not apply for Spring Allocations. Loans are usually smaller than any other allocation type, and **must be paid back by April 1st of the current fiscal year.**

### **CCC LOAN**

**Applications due:** Rolling

#### **Application steps:**

- ☐ Email your Division with a detailed explanation of your situation containing the following information:
  - 1) What expenses will be covered by the loan
  - 2) A plan for acquiring the funds to repay the loan by April 1st
  - 3) If your club is currently in debt, a detailed explanation as to why the club is in this situation and how the club plans to avoid going into debt in the future.
  - 4) The written consent (can be an email) of your advisor
- ☐ Schedule a meeting with your Division to discuss the application further and answer any questions

**Failure to complete any of these steps may result in funding penalties up to and including being ruled ineligible for any loan.**



# Concession Stands

Each year, the CCC allocates concessions stands (during Fall football weekends) to a number of clubs

## Application

**There are two rounds of applications for concessions stands**

### Round 1: during Spring Allocations

- Clubs may simply check the box on the Spring Allocation Budget Sheet that says they wish to apply for a concessions stand

### Round 2: July/August (if slots remains)

- The CCC will send out an email in late July/early August asking for additional concessions stand applications if there are slots available. If there are no slots available, clubs may apply to be on a waitlist.

## Forfeiture

Clubs who forfeit their concessions stands less than two weeks (14 days) before their scheduled date will be ineligible for at least 1 year from running another concessions stand

## Running a deficit

Clubs who make a good faith effort to run their concessions stand and end up incurring a deficit may request assistance from the CCC to cover the deficit. This assistance will be evaluated by the CCC on a case-by-case basis.

## Waitlist

Clubs who apply for a concession stand and are not allocated one may be placed on a waitlist in case spots become available during the Fall semester



# CCC Tiering System

& how it works

## *General*

The CCC has a tiering system to “prioritize” different types of expenses that clubs might request funding for. Each tier is funded differently; the general funding percentages are shown below according to tier level:

**Tier 1 - CCC funds up to 80% of expenses in this category**

**Tier 2 - CCC funds up to 75% of expenses in this category**

**Tier 3 - CCC funds up to 70% of expenses in this category**

**Tier 4 - CCC funds up to 50% of expenses in this category**

**Tier 5 - CCC funds up to 35% of expenses in this category**

**Tier 6 - CCC funds up to 20% of expenses in this category**

Which types of expenses go into which category is dependent on division, as certain types of clubs will have different expense priorities based on the kind of work that they do.

**Detailed breakdowns of each division’s tiering system can be found in the subsequent pages. Some divisions may have additional fundraising requirements, which will be outlined with the tiering guidelines for that division.**



# CCC Tiering System

& how it works

## *Academic Division*

The tier expense breakdown for Academic clubs is:

**Tier 1 - Conference fees, honorarium**

**Tier 2 - Capital expenses, supplies, ground transportation**

**Tier 3 - Advertising, copy expenses, airfare**

**Tier 4 - Retreat fees, facility rental**

**Tier 5 - Entertainment, food for food-centric event**

**Tier 6 - Food, coaching fees**

**Additional Division-Specific Funding Information:**

N/A



# CCC Tiering System

& how it works

## *Athletic Division*

The tier expense breakdown for Athletic clubs is:

**Tier 1 - Conference fees, capital expenses**

**Tier 2 - Ground transportation**

**Tier 3 - Coaching fee, facilities**

**Tier 4 - Airfare**

**Tier 5 - Advertising, copy expenses, supplies, food for food-centric event**

**Tier 6 - Food, honorarium, retreat fees, entertainment**

**Additional Division-Specific Funding Information:**

N/A



# CCC Tiering System

& how it works

## *Cultural Division*

The tier expense breakdown for Cultural clubs is:

**Tier 1 - Food for food-centric event, facility rental**

**Tier 2 - Supplies, entertainment, capital expenses**

**Tier 3 - Ground transportation, airfare, retreat fees**

**Tier 4 - Food**

**Tier 5 - Advertising, copy expenses**

**Tier 6 - Conference fee, honorarium, coaching fees**

**Additional Division-Specific Funding Information:**

N/A



# CCC Tiering System

& how it works

## *Performing Arts Division*

The tier expense breakdown for Performing Arts clubs is:

**Tier 1 - Capital expenses, facility rental**

**Tier 2 - Conference fees, advertising, copy expenses, recording fees, airfare**

**Tier 3 - Supplies, coaching fees, ground transportation, entertainment**

**Tier 4 - Retreat fees**

**Tier 5 - Honorarium**

**Tier 6 - Food, food for food-centered events**

### **Tour funding information for Performing Arts clubs**

For Performing Arts clubs planning travel during the upcoming year with a projected total cost of \$25,000 or greater (for the specific travel item), the clubs must fundraise until one of the following (whichever of these is lesser):

The projected **tour revenue** is greater than 50% of the total cost of **all of their events that include travel**

**OR**

The club's **total revenue** is greater than 50% of their **total expenses**



# CCC Tiering System

& how it works

## *Social Service Division*

The tier expense breakdown for Social Service clubs is:

**Tier 1 - Transportation, conference fee, supplies, airfare**

**Tier 2 - Copy expenses, capital expenses**

**Tier 3 - Advertising, facility rental**

**Tier 4 - Food for food-centered event, entertainment, retreat fees**

**Tier 5 - Honorarium**

**Tier 6 - Food, coaching fees**

### **Additional Division-Specific Funding Information:**

**Social Service clubs are not required to collect dues, but may do so if they choose!**





# CCC Tiering System

& how it works

## *Special Interest Division*

The tier expense breakdown for Special Interest clubs is:

### **REGULAR Special Interest Clubs:**

**Tier 1 - Capital expenses**

**Tier 2 - Ground transportation, airfare, facilities**

**Tier 3 - Conference fee, honorarium, retreat fees**

**Tier 4 - Food for food-centered event, supplies**

**Tier 5 - Advertising, copy expenses, entertainment**

**Tier 6 - Food, coaching fees**

### **RELIGIOUS Special Interest Clubs:**

**Tier 1 - Retreat fees**

**Tier 2 - Supplies, food for food-centered event, capital expenses**

**Tier 3 - Ground transportation, airfare, facilities**

**Tier 4 - Conference fee, honorarium**

**Tier 5 - Advertising, copy expenses**

**Tier 6 - Food, entertainment, coaching fees**

### **Additional Division-Specific Funding Information:**

N/A



# New/Reactivating Clubs

## & How to apply *General procedure*

### How do I start a new club?

1) Apply through SAO by completing the steps on this page:

<https://sao.nd.edu/groups/prospective-groups/>

2) Once SAO has approved the club, the application will pass to the CCC to evaluate. We evaluate primarily based off of the following criteria:

- **Sustainability:** Does the club have strong member interest across multiple grade levels, not just upperclassmen? Does the club have a strong plan for how they will obtain funding over time and generate revenue?
- **Organization:** Do the prospective officers have a thorough understanding of SAO and CCC policies? Are the proposed events well thought-through and planned in detail? Are the prospective officers prompt with communication?
- **Campus niche:** Does a similar club already exist? Will this club fill a need?

### How do I reactivate an old club?

Contact SAO for specific instructions regarding reactivating a club; the process should be fairly similar to the New Club Application process, and will eventually pass to the CCC and will be evaluated under the same criteria (with additional consideration of the circumstances under which the club initially became inactive)

### What outcomes could I receive from the application?

There are 3 general outcomes you could receive after the club application process:

#### Full Club Status

Typically reserved for very strong reactivating clubs who went inactive for a fluke reason, this outcome means the club immediately becomes a 'normal' club for which typical CCC policies apply

#### Probationary Status

This is the most likely successful outcome for new club applications; this outcome means that the club has been approved, but will need to pass a successful probationary year to gain full club status (see next page)

#### Denied

Unfortunately, some prospective clubs will be denied due to concerns either by SAO or the CCC about the viability of the club.



# Information for Probationary Clubs

## *How to have a successful probationary year and achieve full club status!*

### **What does a probationary club need to do during its probationary year?**

Probationary clubs must complete ALL of the following steps to be considered for full club status at the end of the year:

- 1) Host a minimum of 3 events, one of which must be open to the entire Notre Dame campus community**
- 2) Attend the Fall and Spring Club Information Meetings**
- 3) Hold at least one fundraiser**
- 4) If granted Probationary status during the Spring semester:**

#### **Participate in the Spring Allocation process**

- Probationary clubs are eligible to receive up to \$300 from this first Spring Allocation (may also participate in Winter Reallocations)

#### **If granted Probationary status during the Fall semester:**

#### **Participate in the Winter Reallocation process**

- Probationary clubs are eligible to receive up to \$300 from this first Winter Reallocation (may also participate in Spring Allocations)

### **Additional policies for Probationary Clubs:**

- Probationary clubs **may receive no more than \$500 total** from Spring Allocations, Winter Reallocations, and any appeal funding combined during their probationary year
- Probationary clubs may apply once to the Contingency Appeal fund

### **Outcome at the end of the Probationary year:**

- At the end of the Probationary year, the CCC will review if these requirements were met and either grant full club status or declare the club inactive. In very special cases, the CCC may grant a second probationary year.
- **Probationary clubs have 2 weeks (14 days) from receiving a decision of inactive to appeal this decision**

# New Club Flow Chart

*A visual guide to the new club process!*

