

2026-2027ay Club Handbook

Department of Cadet Activities
Mark Clark Hall, 2nd floor

Table of Contents

- I.** Introduction
 - II.** Club Advisor Required Tasks
 - III.** Guidelines for Advising
 - IV.** Basic Principles of a Club Advisor
 - V.** Managing Your Organization
 - VI.** Annual Club Charter
 - VII.** **Club Advisor Information**
 - VIII.** Managing Finances
 - IX.** Fund Raising
 - X.** Special Orders
 - XI.** Event Management System (EMS) Booking Instructions
 - XII.** Institutional Planning Committee (IPC)
 - XIII.** Leadership Development Reporting
 - XIV.** Club Patches
-
- Annex A. Instructions for Mandatory Trainings
 - Annex B. EMS instructions to book room/space on campus
 - Annex C. Club Patch Request Memorandum SAMPLE

Updates & additions made 15 July 26

Direct links to documents and PDF forms are available at
<https://www.citadel.edu/cadetactivities/clubs-organizations/>

I. Introduction

The Department of Cadet Activities supports the Citadel's mission of developing principled leaders through active involvement in clubs and organizations. Clubs & organizations are organized into five categories:

- **Academic.** *Supervised by the Provost's Office.* Includes clubs & organizations affiliated with academic departments and honor societies.
- **General.** *Supervised by the Campus Club Coordinator - Cadet Activities.* Includes clubs that do not fall under other categories.
- **Club Sports.** Supervised by the ICRA manager - Student Affairs & Academic Support. (Intramural, Club, Recreational Athletics)
- **Military/ROTC.** *Overseen by designated ROTC Department.*
- **Religious.** *Governed by Religious Activities.* Includes religious ministries, choirs, and organized religious groups through the chaplain's office.

The Citadel traditionally has over 100 active clubs & organizations that must re-charter each academic year. While some clubs will not charter every year, new clubs with new interests will form as interested parties come together. To charter a new club, there must be at least 10 cadet participants, and a staff advisor committed to monitoring club activities and supporting club members and activities.

This handbook supplements the rules and regulations in accordance with [The White Book, Chapter 4 – Cadet Support Services, Section 1 – Cadet Activities](#).

II. Club Advisor Required Tasks

- **Annual Club Charter.** The designated charter form must be submitted to the Campus Club Coordinator (CCC) during fall semester NLT 1 October. *The information needed for charter submissions is noted in section 3 below.*
- **Club Advisor Information.** The primary Advisor for any club or organization is required to enter his/her information on the club/org charter form. Each additional advisor is required to submit a Club Advisor Information form annually in conjunction with the Annual Club Charter form each fall semester NLT 1 October. Without this document, a club charter will not be approved for the present academic year.
- **Semester Financial Reports.** At the end of fall and spring semesters before exam period, advisors are required to submit club financial reports to the CCC.
- **Special Orders.** The advisors for academic, club sports, ROTC, and religious groups are responsible for placing members on special orders as needed. If the advisor needs assistance, contact the department's administrative assistant. Clubs considered to be general must submit their special-order requests to the CCC NLT 7-10 days prior to the start date of the SO.
- **Mandatory Trainings.** In accordance with the Citadel's [Mandatory Training Policy. Memorandum Number 6-125 dated 1 October 2025](#), the advisor is required complete & keep their trainings up to date for each academic year.
- **Attendance Rosters.** Attendance must be taken at all club meetings and events both on and off campus. The rosters will be forwarded to the CCC and will be kept on file for a minimum of 3 years. Events where special orders are generated require sign in/attendance roster. Clubs will keep on file for 3 years and submit to CCC upon request.
- **EMS Bookings.** Reservations for room/space on campus for all club meetings/events through EMS on Lesesne Gateway. *Reference Section X. Event Management System (EMS) of this document.* Instructions in Annex B.

III. Guidelines for Club Advising

We ask advisors to support the club by being a knowledgeable resource, sharing valuable input regarding program development, insight, and advice regarding college policy and regulations. Advisors will encourage and support continuity from year to year with the club as well as serve as a solid, positive role model for club members.

2026-2027ay Club Handbook

- The main tasks of advisors are to confirm the interest and need for the formation of a new group or the continuation of an existing group, identify support resources, assist in obtaining a source of income, ensure effective student leadership, and develop methods of system maintenance.
- Effective advisors prepare experiential learning opportunities throughout the academic year; instill leadership development in all aspects of the club's activities, even to those members who do not fill a defined leadership position within the club.
- The advisor should help the group develop goals and plans of action and should know the collective group, the members of the group, and the group's unique needs.
- Advisors should be available and approachable, provide appropriate feedback, and share in the group's experiences.
- Advisors should participate in activities that help the group exist, such as interpreting policies, sharing information about resources, and serving as the validation signature when necessary.
- Group growth functions should be designed to help the group become more effective in progressing towards its goals through leadership development opportunities that will strengthen the group and the individuals participating.
- Advisors should provide ideas for new programs and should encourage those behaviors that help the group achieve higher levels of self-actualization through pointing out new perspectives.
- The amount of attention organizations need from their Advisor will vary. It is helpful to discuss expectations that the organization has of you, and vice versa, at the beginning of the academic year.
- Mediate between club members and campus officials. Mediator responsibilities include listening, observing, and reporting information regarding the well-being and safety of the students and campus.

The Department of Cadet Activities is available to assist you should any challenges arise. Advisors **will act and respond to most club issues on behalf of the institution.**

IV. Basic Principles of a Club Advisor

The Citadel requires an appreciation for the dedication to the basic principles of honesty, accountability, integrity, and respect. These principles are fundamental in the ultimate mission of the college; to produce well-educated, wholly prepared graduates who will serve as leaders in our communities, our nation and our world.

All advisors, coaches, and/or religious leaders who oversee a club have an obligation to apply these ethical principles in their duties and responsibilities. Staff and/or faculty advisors will take note of the following principles and apply them to their interactions with clubs and club members.

- **Honesty** - Advisors, coaches, and/or religious leaders are to be truthful and sincere in all interactions with the public, with students, and with each other. They should avoid even the appearance of wrongdoing and should confront and challenge any unethical behavior. They should set an example of personal honor that students can emulate and admire.
- **Accountability** - Advisors, coaches, and/or religious leaders are to take responsibility for their own actions and personal decisions and should protect the institution by following all Policies and Procedures of The Citadel and uphold the constitutions and laws of the United States and the State of South Carolina.
- **Integrity** - Advisors, coaches, and/or religious leaders are to adhere to a personal code of conduct, which fully supports the moral values necessary for good leadership, sets positive examples for all students and advances the overall purpose and mission of The Citadel.
- **Respect** - Advisors, coaches, and/or religious leaders are to discharge their duties with care, compassion, and concern for the well-being of all those whom they serve. They recognize the inherent worth and dignity of all persons regardless of race, color, sex, age, religion, national origin, handicapping condition, social or economic status.

V. Managing Your Organization

Keep in mind that you are an Advisor, not the leader. Through your role, you provide guidance, insight, perspective, and experience with the students as they work on, and participate in their common interests. Do

not do the work for the students. The students need to make decisions and be accountable for them. They should experience the joy of success and learn from their failures or shortcomings resulting from group activities.

- Advisors will be aware of all meetings, activities and programs, so they are in touch with club developments and can attend when necessary.
- An officer and/or designated person in the organization will meet regularly with the Advisor.
- Consultation is recommended with the Advisor when making significant changes and decisions.
- Members will respect the Advisor, allow them to share their ideas and suggestions, and listen with an open mind. They have the organization's best interest at heart.
- Assist and be involved with the development of the organization's programs/events.
- Discuss the direction and goals of the organization.
- Discuss the financial status of the organization, including issues and potential solutions. Review monthly bank statements. Serve as one of the signatures for the organization's account.
- Discuss any internal organization's difficulties/challenges and assist the leadership's resolution.
- Familiarize yourself with the organization's national/international structure if applicable.
- Articulate the college's policies and procedures and assist the organization in understanding and complying with the policies.
- Understand that the affiliation of your role as the Advisor with the students should continue if all parties believe the relationship is productive and mutually beneficial.
- Recognize your student volunteers to strengthen your relationship. Provide positive feedback and praise for a job well done, show an interest in the student's life, and have informal and formal thank you opportunities.
- Officer transition occurs from year to year, and a successful transfer of leadership can be one of the key elements to a smooth transition for the club. Transition methods include passing on notebooks, electronic records, updating organization information contact information such as signatures, emails, etc., and having one on one conversations between incoming and outgoing officers.
- Provide leadership development reports on club officers during the spring semester for TAC review. SPOT reports are also helpful for TACs to recognize positive impact on club activities and processes.
- Club officers have their duty positions (as noted by the advisor) annotated on their Leadership Development Transcripts. Advisors will report any changes that occur during the year in club leadership to the CCC so that accurate information is shared with the registrar's office.

VI. Annual Club and Organization Charter

To be an officially sanctioned Citadel club or organization, the following criteria must be met. See [The White Book, Chapter 4, Section 1](#).

- The Annual Club & Organization charter must be completed and submitted to the CCC before any club activities take place. Charters must be submitted NLT 1 October to be an official campus club. Use this link to access the charter form. Annual Club Charter Form. Click this link to complete your club's charter.
- The group must have at least ten Citadel students as members.
- Clubs must have an advisor who is a Citadel staff or faculty member approved by the Campus Club Coordinator (CCC). Religious ministries and ICRA club sports may have a non-Citadel volunteer only if approved respectively by the Religious Activities department or ICRA club sports manager.
- The Annual Club Charter must be completed and submitted before any club activities can take place.
- Information required to complete the Annual Club Charter

VII. Club/Organization Advisor Information.

Each advisor to any club is required to submit a Club/Organization Advisor Information Form. This form must be submitted by each advisor NLT 1 October for the club's charter for the academic year. Information required on this form includes:

- **Mandatory club advisor training completion dates.** In accordance with the Citadel's [Mandatory Training Policy Memorandum Number 6-125 dated 1 October 2025](#). All employees must complete six mandatory trainings. Club advisors must complete the trainings listed below and dates of completion are required for the charter form. All must be current for the academic year.

	<i>Training Good for</i>
Clery Act	1 year
Title IX & Sexual Misconduct	3 years
Family Educational Rights & Privacy Act (FERPA) Confidentiality of Records	3 years
Discrimination in the Workplace	5 years
Hazard Communication	5 years
Camps on Campus – Keeping Minors Safe	5 years

All Trainings are accessed through [MyCitadel.edu](#). *Instructions are found in Annex A.*

- Date on which the club advisor reviewed and understood the *Club & Organization Handbook*, fall 2023.
- Date on which the club advisor reviewed and understood *The White Book*, Chapter 4, Section 1 which includes club related policies and procedures.
- Volunteer club advisors who are not Citadel employees must also submit the [Volunteer Request Form-Cadet Activities](#) (DocuSign) Once submitted, a background check must be performed before a non-Citadel club advisor can turn in the mandatory charter form. This document is submitted only once.

Advisors unable to access *Vector Solutions* should contact the Onboarding Specialist at the Citadel Human Resources Department at 843-953-5379 or via email ckosior@citadel.edu to gain access to the required trainings.

VIII. Club Finances

It is mandatory that all club financial accounts be kept with The Citadel's Student Business Service in an agency index account or department account. There are no exceptions.

If your club does not have an on-campus account, open one before 1 October. To open an agency account, complete a [Request to Establish an Agency Fund Form](#). Instructions on how to submit the document are included in the request form.

It is required that all clubs submit a [Semester Financial Report](#) to the CCC before final exams begin. An account statement must be included as part of the report. The club advisor and club treasurer are to compile all account activity and submit to the CCC prior to final exams each semester. Pertinent information is listed on the form.

Funds are deposited into the agency index in the Treasurer's office with a deposit form. The index number will be the agency fund number beginning with a "9" and the account number will be 590400 – Miscellaneous Revenue.

Club agency fund account forms are available on the following link. [Student Business Services forms](#). This link includes the following: Petty Cash form, Student Meal Money Receipt form, Cash/Check Transmittal form, and Credit Card Transmittal form. Hard copies are available in the treasurer's office. For finance questions, contact the department via email finances@citadel.edu or call 843-953-5254.

For department accounts, ask your department's administrative personnel for assistance. Departments have different procedures, so you should check with your specific sponsoring department to find out how you request funds.

Members can be reimbursed via petty cash if under \$250 or by check if over that amount. You will need to provide itemized receipts for any reimbursement.

Club treasurers will issue receipts for all funds received and spent. Each expenditure must be approved by the club advisor. Dues from members and funds received from other sources, such as fundraisers, will be properly recorded, and the transactions will be shared with the advisor. The club advisor will conduct a review of the organization's financial records each semester, and the review will include all funds received and spent, the beginning-of-the-academic year balance, and the current or end-of-the-academic year balance. The advisor will submit a copy of the review to the CCC at the end of fall and spring semesters.

IX. Fund Raising

There are TWO types of club fundraising opportunities. [General Fundraising Permission Form](#) and [Athletic Fundraising Permission Form](#). Each has different rules and regulations that must be followed explicitly. Each type requires different information and signatures. Both can be found at the hyperlinks above or on the Cadet Activities Club website.

- A hard copy of either form with requested information and required signatures must be hand delivered to Cadet Activities NLT 5 days before the fundraising event for final approval. Final approval is given by the designated staff members. Once approved, the club must have a copy of the form present at the event.
- Sale of merchandise - If merchandise is being sold, photos of the merchandise will be attached to the request form. The form is to be completed and turned into the CCC at least five business days prior to the intended event date. Do not create merchandise without approval from our office.
- Use of Citadel logos - A club that wishes to use any Citadel logo or mark on a product to sell, the club will become acquainted with the school's [Brand Assets Policy](#), Memorandum number 7-007, dated 25 July 2023. The guidelines presented in this toolbox ensure a basic level of consistency across college communications and provide students with the latitude to develop projects that meet their specific needs. This toolbox provides specific directions for the proper application of our logo and related elements.

X. Special Orders for Clubs and Organizations

- Reference *The White Book*, Chapter 4 – Support Services, Section 1 – Cadet Activities, pages 5-7
- Club & Organization Special Orders are required for any club activity or event held on or off campus that is not listed on the Training Schedule. Only the club's advisor or a club member in a leadership position may submit the Special Order Request form to the CCC NLT 10 days prior to the start date/time of the order.
 - All information requested on the Special Order Request form is required to submit any special order. Any information missing will delay the process.
 - Cadets should not miss any military, academic or required duty including but not limited to class, labs, parade, etc. *Exceptions will be made on a case-by-case basis.*
 - Special orders will only allow 1 day of academic/military duty to be missed.
 - Each order requires that a club advisor, college administrator or CIC with up-to-date mandatory training accompany the cadets and serve as the "responsible adult". All mandatory trainings will be verified before the special order is entered.
 - A cadet may serve as the CIC only if he/she is a senior officer who completed their mandatory trainings and approved by the Commandant's Department.
- Academic, Religious ministries, ICRA club sports & ROTC groups may submit special orders by the advisor or department administrative assistant.

XI. Event Management System (EMS)

- You are required to book space for your club meetings and events through EMS. To access, log into **Lesesne Gateway** using your Citadel network login credentials. *Only Citadel employees have access to book rooms/space in EMS.* For instructions see *Annex B*.
- Useful links –

- [Use of Citadel Facilities Policy, 6-404](#), revised 9 November 2017.
- Room/Space reservations are made through Event Management System (EMS, Virtual EMS).
- [User resources for Virtual EMS](#)
- If you do not already have EMS access, contact the [Office of Event Management](#) to be given the ability to make room requests in the system and instructions. Utilize the [Online Event Inquiry](#) form.

XII. Institutional Planning Committee (IPC)

Fund-raising activities and general club events may also require approval from the school's Institutional Planning Committee and possibly from the school's legal department depending on the size, attendance and nature of the event. The IPC directions and flowchart to determine if consideration and approval is required. [IPC Request for Review form](#).

The IPC oversees all activities on campus and seeks to ensure that bookings involving campus resources do not conflict and are unable to support proposed activities or events. IPC review and approval may be required for club events on campus. Thresholds for IPC Review are noted below.

Events that meet at least ONE of the following criteria must be reviewed by the IPC:

- Require attendance by The Citadel President, Provost, or any of the Vice Presidents
- Include a high-profile guest / VIP in attendance.
- Media coverage is desired for the event.
- It is a recurring event.
- Is an Advisory Board.
- The event is open to the public.
- Shutdown or interruption in service: power, steam, buildings, common areas, parking, roads, internet service, IT systems, Banner
- Camps, non-Citadel athletic events, lecture series, conferences
- Funeral services

Advisors will use their best judgment in analyzing the impact of an intended event, and the CCC will be available to discuss logistics, impact, and best practices for events as needed.

The IPC request form helps the committee understand what is needed, who, what, where, and when of proposed activities on campus. When completing the IPC request form, please note that you will need the EMS reservation number to submit the request.

XIII. Club Patches

All Club patches are approved by the Commandant of Cadets through Cadet Activities. All club patch request proposals must be submitted only by the club advisor to the CCC.

Eligibility Requirements to submit a Club Patch Request

- Only clubs that have been chartered and active for one calendar year may request patch approval.
 - Clubs that have let their charter lapse may not request a patch for one complete year following the submission of their re-charter paperwork. Clubs that allow their charter to lapse for one full year will have their patch de-commissioned and must have their patch re-approved by following the patch approval process from the beginning.

Patch requests must be submitted in the form of a memo (example in *Annex C*). Specific information is needed in each section of your memorandum. Below lists what is required in each section.

- Qualifications a club member must meet to receive the club patch.
- The following 2 statements verbatim are required to be in this section. Copy and paste if you like.

2026-2027ay Club Handbook

- The proposed patch is in accordance with [The White Book, Chapter 4, Section 1](#) and this document.
- The proposed patch will be no larger than 4"x4". A brief statement about the meaning of any symbols and the colors used.
- *Per the [Brand Assets Policy, Memo #7-006, 25 July 2023](#), the patch will read [Club Name] at The Citadel.*
- A statement indicating that all artwork is original and that there are no known trademarks being used in the artwork, or if the patch uses a known trademarked logo, a statement that the club has obtained required approval to use the trademarked logo from the holder of the trademark holder.
- A JPG file clearly displaying the artwork for the patch,
- Name of the POC for this memorandum, phone number and email address

The CCC will consolidate patch requests and submit them for the Commandant's approval at the end of each month. If the patch is not approved, the advisor will be notified and will have five business days to re-submit based on feedback from the Commandant.

After the Commandant approves the new patch design, the club leader will coordinate with an outside source to produce the patch and make it available to authorized cadets.

- All costs associated with the creation of a new design and purchase of the patch will be the responsibility of the club.
- Cadets requesting the Tailor Shop to sew a patch on their field jacket must present the approved patch request. The cost of adding the patch to the field jacket is included in the cadet tuition under alteration fee.
- Patches must be worn/displayed in accordance with The White Book, Chapter 7 – Cadet Personnel and Administration, Section 5 - Wear and Appearance of Cadet Uniforms and Insignia

Annex A. Mandatory Advisor Training Instructions

In accordance with the Citadel's [Mandatory Training Policy Memorandum Number 6-125 dated 1 October 2025](#). All employees must complete six mandatory trainings. Club advisors must complete the trainings listed below and dates of completion are required for the charter form. All must be current for the academic year.

1. Log into [MyCitadel.edu](#)
 2. On the home page, find the [HR Resources](#) section.
 3. Scroll down to [VECTOR SOLUTIONS](#) and click.
 4. This page is labeled [My Assignments](#).
 - a. All mandatory advisor trainings are found here including the date on which you completed each.
 5. Click start and complete each.
 6. It is recommended that you print copies of each training's [Certificate of Completion](#) for your files.
- If you cannot access [MyCitadel.edu](#) or the training, contact the Human Resources on-boarding manager.

Annex B. Event Management System (EMS) Booking Instructions

Clubs are encouraged to reserve space for club meetings and events through the Events Management System (EMS). Your Reservation ID is required in the Club Charter form.

1. Log into Lesesne Gateway
2. At the homepage, look to right at **Links** and click **Submit a Room Reservation Request (EMS)**
3. In the top right corner, click **Welcome, Guest**. Login using your campus credentials.
4. In the left column, click **CREATE A RESERVATION**. Click **book now** for the room type you wish to book.
5. Choose the date & time on which you would like to book. Look towards the bottom on the column for **I Know What Room I Want** and add the requested room name.
6. **Attendance** and **Setup Type** are required. Click **add room**.
7. Click **Next Step** and enter all reservation details. At bottom right of page, click **Create Reservation**.

The following links should assist in booking your club's room/space in EMS.

1. **Office of Event Management** at <https://www.citadel.edu/root/eventmanagement>
2. **Planning Policies & Resources for Citadel-Related Events**
<https://www.citadel.edu/root/eventmanagement-forms>
3. Contact the **Office of Event Management** by phone at 843-953-4611 or via email at reservations@citadel.edu



THE CITADEL

16 April 2026

MEMORANDUM

SUBJECT: Club Patch request proposal for the Knitting Club at The Citadel.

1. The Knitting Club is requesting a patch to represent those members in good standing within their ranks. To receive a patch, club members must meet the following criteria.
 - a. The individual has been club members for a minimum of 1 year.
 - b. Must maintain a cumulative GPA of 2.5 or better.
2. In accordance with *The White Book* and the *Club & Organization Handbook*.
 - a. The Knitting Club has been officially chartered for two consecutive academic years. 2024-2025, and 2025-2026.
 - b. The Knitting Club's proposed patch will be no larger than 4x4 inches.
 - c. Per [The Citadel's Brand Assets Policy, Memorandum 7-006, 26 July 2023](#), the patch will read Knitting Club at The Citadel.
3. The Knitting Club patch contains the following:
 - a. The piece depicted is an example of a knitted quilt. A quilt is an example of an item that can be knitted.
 - b. The quadrangle design is based on the red and white tiles inside the barracks. The checkerboard design is a variety of colors including red, yellow, blue, orange, green, purple, as these are examples of yarn available. The colors have no particular meaning.
 - c. "Knitting Club" name is just below the tile design. The club's name will be royal blue as we are a Citadel club.
4. All art within the design is original and was created by Cadet John Smith, Umbrella Co. The patch proposal is being used with his permission.
5. A PDF copy of the proposed Knitting Club patch is included below for review.
6. The POC for this memorandum is the undersigned who can be reached at (843) 953-0000.
- 7.

Fred Brown
 Department of Creativity
 Knitting Club Advisor

