

Club and Organization Handbook - 1 AUG 2025

Department of Cadet Activities, Mark Clark Hall, room 211

This document supplements
[The White Book, Chapter 4 – Cadet Support Services, Section 1 – Cadet Activities](#)

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All links to club information, documents and PDF forms are available on
the Cadet Activities Club and Organization website
<https://www.citadel.edu/cadetactivities/clubs-organizations/>

Club and Organization Handbook

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.** *Overseen by the Provost's Office.* Includes clubs & organizations affiliated with academic departments and honor societies.
- **General.** *Overseen by the Cadet Events & Services Manager (CESM) in Cadet Activities.* Includes clubs that do not fall under other categories.
- **ICRA/Club Sports.** (Intramural, Club, and Recreational Athletics). *Overseen by the ICRA manager with the Department of Student Affairs & Academic Support.*
- **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 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 Citadel student 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](#).

I. Club Advisor Required Tasks

- [Annual Club Charter](#). The designated charter form must be submitted to the Campus Club Coordinator (CESM) during fall semester NLT 1 October. *The information needed for charter submissions is noted in section 3 below.*
- [Club Advisor Information](#). Each advisor to any club is required to submit a Club Advisor Information form annually in conjunction with the Annual Club Charter for 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 CESM.
- [Special Orders](#). The advisor is responsible for placing members on special orders as needed. If the advisor needs assistance, contact the department administrative assistant.
- [Mandatory Trainings](#). In accordance with the Citadel's [Mandatory Training Policy. Memorandum Number 6-125 dated 13 March 23](#), the advisor is required to complete & keep all trainings up to date for each academic year.

II. 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.

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- 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 participate 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.

The Department of Cadet Activities will offer Zoom advisor training opportunities several afternoons in August/September. See Cadet Activities Club/Organizations page for upcoming dates. The training is mandatory for your club to be fully chartered for the academic year. We will be available for consultation as needed throughout the year to discuss policies and club events as well as offer suggestions for improving the organization's activities.

III. 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.

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- **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.

IV. 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 interest. Do not do the work for the students. The students need to make decisions and be accountable for themselves. 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 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

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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 CESM so that accurate information is shared with the registrar's office.

V. 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 CESM 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](#). 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 (CESM). 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

VI. 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 May 2024](#). 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.

	Training good for
Clery Act Overview	1 year
Title IX & Sexual Misconduct	1 year
FERPA (<i>Family Educational Rights & Privacy Act</i>)	3 years
Discrimination Awareness in the Workplace	5 years
Camps on Campus: Keeping Minors Safe	5 years
Bulldog Alert (take only once)	indefinitely

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

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- 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 Financial Services Department 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 on the request form.

It is required that all clubs must submit a [Semester Financial Report](#) to the CESM 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 to the CESM 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 at 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 CESM at the end of the fall and spring semesters.

IX. Fund Raising

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Fund Raising Form. All club fund raising activities and events must be requested and approved by the CESM via the fund-raising form found on the club webpage. Once approved, the club will have a copy of the form present at the event.

The fund-raising form is a fill in the blank form requiring details of the intended event such as the location, time and date of event, approval from the facility manager of the intended location, and approval from Sodexo staff if the event includes food or beverage sales.

- **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 CESM at least five business days prior to the intended event date. Do not create merchandise without approval from our office.
- **Sales opportunities** - Clubs may arrange to sell items at football games in the concourse of the stadium. The DCA's fundraising form is required. The Athletics Office has their own forms and policies/procedures regarding this opportunity. Contact Facilities and Operations in the Athletic Department for more details about this opportunity. Clubs will be charged \$50 per season to set up at the stadium. Please note that space is limited, and that space is allocated to clubs on a first come-first serve basis. *Stadium sales requests must be submitted to Athletics by September 6.*
- **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*, Ch. 1, Sect 4, pages 5-7, *The White Book*, Ch. 6, Sect 3, pages 2-4 and <https://www.citadel.edu/student-affairs/special-orders-faqs/>
- 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 officer may submit the [Special Order Request form](#) (see example in Annex X) to the CESM 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 Norder. Any information missing will delay the process.
 - Cadets should not miss any military, academic or required duty including but not limited to class, parade, etc. *Exceptions will be made on a case-by-case basis.*
 - Cadets will not miss any STEM lab unless the proper approval form is signed by the professor and submitted to the CESM.
 - Special orders will only allow 1 day of academic/military duty to be missed.
 - A cadet that will miss any STEM lab must submit the Permission to Miss STEM lab form to the CESM, before their name is added to the special order.
 - Each order requires that a club advisor, college administrator or CIC with up-to-date mandatory trainings may accompany the cadets and serve as the "responsible adult". All mandatory trainings will be verified before the special order is entered.

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- ★ 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 [MyCitadel.edu](https://mycitadel.edu) 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. Intuitional 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 flow chart 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 CESM will be available to discuss logistics, impact, and best practices for events as needed.

The IPC request form helps the committee to 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

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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 CESM.

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 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*). The following information is required in all Club Patch Memorandum Requests.

- Qualifications a club member must meet to receive the club patch.
- Academic years the club has been chartered and active.
- The following 2 statements are mandatory as part of any Club Patch Memorandum Request verbatim.
 - The proposed patch is in accordance with *The White Book* 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.
- 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 club's advisor/POC for this memorandum, phone number and email address.

The CESM will consolidate patch requests and submit them for Commandant 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 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's tuition under alteration fee.

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Annex A Mandatory Advisor Training Instructions

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. *Refer to the list of the required training is on page 6*
5. Click start and complete each.
6. It is recommended that you print copies of each training's **Certificate of Completion** for your files.

Advisors unable to access [MyCitadel.edu](#) or *Vector Solutions* should contact the Assistant Employment Manager at the Citadel Human Resources Department at (843) 953-5379 or via email ckosior@citadel.edu to gain access to the required trainings.

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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 [MyCitadel.edu](https://www.citadel.edu/mycitadel).
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 at 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

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Annex C Club Patch Request Memorandum *Sample*



THE CITADEL

12 November 2024

MEMORANDUM

SUBJECT: Club Patch request proposal for the Knitting Club

1. The Knitting Club is requesting a patch to represent those members in good standing within their ranks. To qualify for a Knitting Club patch, club members must meet the following criteria.
 - a. Individuals are required to have been a club member for a minimum of 1 academic year.
 - b. Must maintain a cumulative GPA of 2.5 or better.
2. In accordance with *The White Book*:
 - a. The Knitting Club has been officially chartered for three consecutive academic years. 2020-2021, 2021-2022, and 2022-2023
 - b. The Knitting Club's proposed patch will be no larger than 4x4 inches.
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 & 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 specific meaning.
 - c. "The Knitting Club at The Citadel" name is just below the tile design. The club's name will be royal blue as we are affiliated with The Citadel.
4. All art within the design is original and was created by Cadet John Smith, Umbrella Co. The proposed patch 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.

Fred Brown
Department of Creativity
Knitting Club Advisor

