



Preparing for Club Registration

WHAT TO KNOW BEFORE SUBMITTING YOUR APPLICATION

Agenda

Today, we'll cover:

- ✓ The club registration timeline & important dates
- ✓ Materials and information needed before submitting
- ✓ What to expect in the registration application
- ✓ Requirements
- ✓ Things that may delay approval
- ✓ Where to find support and resources

The overall goal of the session is to give you a good idea of what to expect when it comes to completing the club registration application.

Why Club Registration Matters

Club registration helps ensure that student clubs/organizations:

- Are active and student-led
- Have updated officer and advisor information
- Understand campus policies and expectations
- Can access resources, funding, event registration, and support
- Are listed accurately in club directories and websites

Registration Timeline

Important Dates

- Registration goes live: **Wednesday, June 3, 2026**
- Registration deadline: **Friday, October 2, 2026, 5pm**
- Review & Decision period: **June - October 2026**
- Fall club fair: ***October 2026 - date & time to be announced***
- Club leader and advisor trainings: **October/November 2026**

Please note: Club registration application review can take several weeks.





Before You Start the Application

Have these items ready:

- Club/organization name – full name and abbreviation
- New club or renewal status
- Club category
- Club description
- Bursar account number (if applicable)
- Funding plans
- Current roster
- Officer names and Caltech emails
- Advisor name, position on campus, and Caltech email
- Club constitution
- Website link or directory description

The registration application should be completed by the person who plans to serve as the club's President for the 2026–2027 academic year.

Club Description: What We're Looking For

Your description should explain:

- The club's primary purpose
- What the club hopes to achieve
- Types of activities or projects planned
- Regular events the club hopes to hold
- Any expected travel, conferences, or retreats
- How your club is different than similar clubs that may exist and what need your club will fulfill on campus



Membership Requirements

- Clubs must be open to all currently registered undergraduate and graduate students
- Affiliate members may include Caltech staff, faculty, postdocs, JPL staff, and spouses/partners of current students. Affiliate members may not hold club officer or leadership roles
- Clubs must maintain at least a **60/40 student-to-affiliate member ratio**
- Non-Caltech individuals may not hold club membership

Roster Expectations

The application asks for:

- Current club roster
 - Number of current club members
 - Undergraduate student members
 - Graduate student members
 - Affiliate members by type

It is recommended that you use a form that collects the necessary membership information.

Officers and Leadership Requirements

Required:

- President
- Treasurer

Optional or club-specific:

- Vice President
- Secretary
- Other officers as decided by the club

All officers must:

- Be currently enrolled undergraduate or graduate students
- Be in good standing with the Institute
- Use Caltech email addresses



Advisor Requirement

All clubs must have an advisor who is a current full-time:

- Caltech faculty member
- Caltech staff member
- Caltech postdoc

The advisor must complete the separate Advisor Confirmation Form.

Important note:

Given the complexity of the role, staff, faculty, and postdocs are asked not to advise more than three separate groups.

Bursar Accounts and Funding

The application asks about:

- Bursar account number
- Whether the club plans to apply for funding
- Funding sources you intend to apply to, such as ASCIT and/or GSC
- Whether the club received funding during the previous club year (for returning clubs)

Key reminder:

A Bursar account is required for clubs to conduct financial business and submit reimbursement requests.

Other important club information:

Please indicate whether your club:

- **Is connected to a local, regional, or national organization**
 - This would include religious organizations, academic organizations, etc.
- **Plans to use paid instructors or vendors for club events/activities**
- **Has a website – include the link in the application**
- **Is interested in tabling at the Fall club fair**

Why this matters:

This information helps Caltech determine what additional guidance, review, or support may be needed.

Club Constitution Requirement

All clubs are required to upload a club constitution as part of the registration process.

The constitution should reflect how your club operates, including:

- Club purpose
- Membership expectations
- Officer roles and elections
- Advisor role
- Club funds and management
- Traditional events
- Amendment process

A constitution template is available if you need help getting started.

Policy Review and Acknowledgement

All student clubs and organizations are required to follow Caltech policies and procedures. The application includes a policy review acknowledgement. Please review the following before submitting:

- ❖ Club Handbook
- ❖ Event Registration policies and procedures
- ❖ Student Event Registration Website
- ❖ Event Management resources
- ❖ Institute and Student Affairs policies

Things that can delay approval

- Missing advisor confirmation
- Listed advisor does not meet eligibility requirements
- Incomplete officer information
- President and Treasurer listed as the same person
- Non-students listed as officers
- Missing roster
- Missing constitution
- Vague club description
- Not disclosing outside affiliations, vendors, or major events
- A club with the same purpose already exists

What Happens After Submission?

After submission:

- SFE and the Club Steering Committee reviews the application
- Advisor information is confirmed
- Constitution and roster are reviewed
- Follow-up questions may be sent
- Clubs receive a decision notice and/or next steps via email
- Approved clubs receive additional information and resources

Helpful resources:

- ❖ Clubs webpage: <https://sfe.caltech.edu/student-engagement/clubs>
- ❖ Club Handbook: https://sfe.caltech.edu/documents/32756/Club_Handbook_2025-2026.pdf
- ❖ Registration application page: <https://sfe.caltech.edu/student-engagement/clubs/reg>
- ❖ Event registration website: <https://spa.caltech.edu/>
- ❖ Event management webpage: <https://sfe.caltech.edu/student-engagement/event-reg>
- ❖ General Club-Related Inquiries: clubs@caltech.edu
- ❖ Director of Student Engagement: ecrawfor@caltech.edu

This information will also be shared after the session.

Resources and Support

Final Reminders

Before submitting your club registration application:

- Confirm your club officers
- Confirm your advisor
- Prepare your roster
- Draft or update your club constitution
- Review funding and Bursar account information
- Be specific about club plans, events, and activities
- Submit by the deadline (or early if you can)
- Watch your email for follow-up



Thank You!

**What questions can I answer
before you begin registration?**