



HOW TO START A FCSS STUDENT CLUB

1 STEP ONE

Clubs Constitution:

Email the [ED Student Services](#) for a copy of the constitution template for either a (interest club, affiliated club, or course union club). Then proceed to fill in the template, until you have a fullsome constitution for your club.

2 STEP TWO

List of Members:

Email the [ED Student Services](#) a list containing minimum 35 full-time degree Community Services students. The list must include the following:

1. First + last name,
2. student numbers
3. TMU emails,
4. TMU programs

3 STEP THREE

Strategic Plan:

Read the FCSS Student Clubs Policy at www.fcssociety.ca/governance and click on the Strategic Plan template, download it, and write one for your student club you are trying to get ratified.

4 STEP FOUR

Budget Proposal:

Email the [ED Finance and Corporate Relations](#) for the template for Club Budget submissions. Ensure you make the budget very detailed. The student clubs committee or Board of Directors will not view your submission if it is general.

5 STEP FIVE

Submission and Practice:

Email the [ED Student Services](#) and [ED Finance and Corporate Relations](#) all the documentation above on one email, and in pdf. formatting. You will then be invited to a student clubs committee meeting for a practice run of what your club does.

6 STEP SIX

Pitch Presentation to the BoD:

Once you meet with the student clubs committee you will be asked to create a pitch presentation to the FCSS Board of Directors. In the presentation you should include the 5w's of your club, how you will gain membership, and your proposed initiatives budgets.