Student Clubs Application Package

Langara Student Life

STUDENT LIFE
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Thank you for your interest in starting or renewing a student club at Langara College. This package includes a checklist of required documents and steps to help ensure your application is complete and processed without delay.

Please use this package as a reference to prepare for the online application. To access the application form and view important dates and deadlines, visit the Student Clubs webpage.

If you have any questions, feel free to contact Student Life at clubs@langara.ca.

Club Application Checklist

- ☐ 3 full-time executives (president, vice-president, VP finance)
- ☐ 7 additional members enrolled in at least one course at Langara College
- ☐ Employee sponsor
- ☐ Full membership list
- ☐ Completed online application (Microsoft) form
- ☐ Optional: Club Signing Authority Form

Club Application Process

1

GATHER 10 CLUB MEMBERS

- 3 executives (President, Vice-President, and VP Finance) must be registered, full-time or equivalent students at Langara College
- 7 other students must be registered in at least one course at Langara College

2

IDENTIFY YOUR EMPLOYEE SPONSOR

- Sit down and review the goals and activities of the club with your employee sponsor
- Take a look at the guiding prompts in this application package and ensure they understand how they can support you and the club

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FILL OUT AND SUBMIT YOUR APPLICATION

- Applications open at different times throughout the academic year. Stay tuned by checking the Student Life website regularly, or drop by The Hub for the latest updates.
- Take a look at the application package to see what information is required in the application to prepare beforehand

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REVIEW OF CLUB APPLICATION

- The clubs review committee will review your application, provide feedback or ask any clarifying questions. Additional information may be requested via the club's email, so please ensure you monitor your inbox!
- The review process is concluded once the Director, Student Engagement and Athletics signs off on the application

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NEW CLUB ORIENTATION

- Once your club application has been approved, club executives will be invited to attend an orientation.
- This orientation is designed to introduce you to the resources you have access to as a student club and key points of contact in Student Life

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ONBOARDING TASKS

- Upon success completion of New Clubs Orientation, executive members will be loaded onto the online resource platform
- Clubs will need to submit membership lists, and finance signing authority forms
- Once all required documents have been submitted, the club is now considered fully active

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CLUB IS NOW ACTIVE

- Once all onboarding items have been completed, the club is now considered active and can access the full range of benefits and supports from Student Life

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Topics and Questions to Discuss with Your Employee Sponsor

Understanding the Role:
An employee sponsor or advisor serves as a supportive guide—not a director—for your club. Their role is to encourage student leadership while offering insight and support when needed.

Ways an Employee Sponsor Can Support Your Club:

- Help club executives navigate Langara's policies, procedures, and campus culture
- Foster meaningful student-employee engagement and campus connections
- Offer knowledge and guidance when requested
- Act as a champion and advocate for the student experience

We recommend taking time to meet with your sponsor early in the term to clarify expectations and discuss how they'd like to support your club.

☐ What are the goals of the club? What activities and events will you host?

☐ What does communication look like between the club and the employee sponsor?

☐ How involved does the employee sponsor want to be?

Questions from the Online Club Application

Below are the some sample questions you may be asked as part of the online club application. We encourage you to take time to reflect and draft your responses in advance to ensure your application is thoughtful and complete.

Club Purpose & Vision

- What is the main purpose or objective of your club?
- What goals do you have for the club, and how will it contribute to the student community at Langara?
- How will your club enhance student life on campus?

Activities & Engagement

- What type of events and activities does your club plan to host?
- What events or activities are realistic and achievable within one semester? Over the course of a year?
- Are there opportunities to collaborate with other clubs?

Leadership & Sustainability

- What type of leadership opportunities will your club offer to students?
- How can these opportunities support students' personal or professional development?
- As members and executives graduate, what processes will you put in place to transition new executive members and help them feel confident in leading the club?
- What systems or practices will you implement to ensure the club continues to function and serve students each semester?

Equity & Conduct

- Please list the specific practices or initiatives your club will implement to ensure an inclusive and welcoming environment for all Langara students.
- In alignment with the Standards of Student Conduct (Policy E1003), what processes, expectations, or actions will you establish to maintain a respectful and safe club environment?