

# Student Clubs Application Package

## Langara Office for Student Engagement

Last updated: December 2023

Thank you for your interest in starting or renewing a student club. Included in this package is a checklist of documents and steps for filling out the application form, to ensure that your application is processed without issue.

Please only use this package as a reference and to help you prepare for completing the application process. Check the clubs webpage [here](#) to find the club application form, and to learn more about relevant dates and deadlines. If you have any further questions regarding student clubs at Langara College, please reach out to the Office for Student Engagement at [clubs@langara.ca](mailto:clubs@langara.ca).

### **Club Application Checklist**

- 3 full-time or equivalent executives (president, vice-president, treasurer)
- 7 additional members enrolled in at least one course at Langara College
- Employee sponsor
- Signed waiver forms
- Full membership list
- Completed online application form
- Optional: Club Signing Authority Form

# Club Application Process

1

## GATHER CLUB MEMBERS

- 3 executives (President, Vice-President, and Treasurer) 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

3

## FILL OUT AND SUBMIT YOUR APPLICATION

- Applications open online on the first day of classes each semester, and close the last day of the first month
- Take a look at the application package to see what information is required in the application to prepare beforehand.

4

## CONFIRMATION OF MEMBERS

- After your club application is submitted online, each member indicated on the application form is sent an automatic email asking them to confirm their membership

**Tip:** Ensure that all members check their myLangara email. Delays in receiving responses means the processing of your application gets delayed.

5

## 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

6

## NEW CLUB ORIENTATION

- Once your club application has been approved, club executives will be invited to attend an online 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 the Office for Student Engagement

7

## 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, signed waiver forms, and finance signing authority forms
- Once all required documents have been submitted, the club is now considered fully active

8

## 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 the Office for Student Engagement

## Topics and questions to discuss with your employee sponsor:

### Role of Employee Sponsor/Advisor

The role of an employee sponsor/advisor is to provide support and guidance, but not to provide direction to the club. Some of the ways an employee sponsor can support a club can be by helping club executives navigate the Langara context, foster student-employee engagement and connections on campus, provide knowledge and guidance when requested, and act as a champion and advocate for the student experience.

- 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:

The bolded questions below are questions that you will be asked as part of the online club application. Please take the time to draft and reflect on your responses to ensure that you are prepared to complete the club application.

- **How will your club enhance student life at Langara?**
  - How will the club contribute to the student community at Langara?
- **What is or are the main objectives of your club?**
  - What goals do you have for the club? What purpose does the club serve?
- **What processes will you put in place to ensure that your club is welcoming and inclusive for all Langara students?**
  - In order to uphold Standards of Student Conduct (Policy E1003), what processes, actions, and expectations will you set?
- **What type of leadership opportunities will your club provide students?**
  - What opportunities and positions will students be able to hold?
  - How can these opportunities support their personal or professional development?
- **What processes will you implement to ensure that the club can continue to function and serve students from semester to semester?**
  - As your members and executives graduate and move on, how will you ensure that the club will continue to run?
  - What processes will you put in place to transition new executive members into their roles and help them feel confident in leading the club?
- **What type of activities and events does your club want to host?**
  - How will you achieve the objectives and goals of the club through the activities and events you are interested in hosting?
  - What events and activities are realistic and achievable in a semester? A year?
  - Are there areas of collaboration with other clubs?

# Langara.

**NAME OF CLUB:** \_\_\_\_\_

Clubs must appoint 3 (three) executives to act as signing officers. The signature of signing officers is required to authorize expenditures and execute other directives of the Executive. All signing officers and club executive members must be current Langara College students and registered members of the club indicated below.

If the signing authority changes, the Club President must update the Office for Student Engagement as the earliest convenience.

## **SIGNING OFFICER #1**

<b>Name:</b>	<b>Position:</b>
<b>Email:</b>	<b>Signature:</b>
<b>Student ID:</b>	
<b>Phone:</b>	

## **SIGNING OFFICER #2**

<b>Name:</b>	<b>Position:</b>
<b>Email:</b>	<b>Signature:</b>
<b>Student ID:</b>	
<b>Phone:</b>	

## **SIGNING OFFICER #3**

<b>Name:</b>	<b>Position:</b>
<b>Email:</b>	<b>Signature:</b>
<b>Student ID:</b>	
<b>Phone:</b>	

## **Office Use Only**

<b>Name:</b>
<b>Date:</b>
<b>Signature:</b>

**STUDENT CLUBS  
RELEASE OF LIABILITY, WAIVER OF CLAIMS AND ASSUMPTION OF RISK  
FOR A STUDENT UNDER 19 YEARS OF AGE**

**TO BE SIGNED BY A PARENT/LEGAL GUARDIAN**

**IMPORTANT: By signing this document you will waive certain legal rights, including the right to sue Langara College and its officers, employees, representatives or agents, as more fully set out below.  
PLEASE READ CAREFULLY**

1. I, \_\_\_\_\_ understand that the Langara College (“**the College**”) Student Club Activities are an optional program for students to meet new people and get involved in the campus community.
2. I understand that Club Activities is not part of any academic curriculum, and that participation is optional and voluntary. I further understand and acknowledge that Club Activities will include off campus trips and recreational activities (collectively the “Activities”) selected by student volunteers (the “Volunteers”) in consultation with staff from the College’s Student Engagement Department, **and that the Activities will be led by the Volunteers, not College staff.**
3. LOW-RISK ACTIVITIES for college clubs are those that are generally safe, have a low potential for accidents or harm. Some examples of low-risk activities for college clubs are:
  - Meetings and Discussions: Holding regular club meetings to discuss topics related to the club’s purpose, mission, or shared interests is generally low risk.
  - Workshops and Skill-building Sessions: Organizing or attending workshops or training sessions where club members can acquire new skills or knowledge in a controlled environment.
  - E-Sports Events and Movie Screenings: participating in an E-Sports competition or viewing movies or documentaries that are appropriate for the club’s theme or objectives can be a low-risk activity.
  - Fundraisers: Many fundraising activities, such as bake sales, car washes, or merchandise sales, are low-risk and can help generate funds for the club.
  - Guest Speakers and Lectures: Inviting guest speakers or experts to give presentations or lectures to club members is typically low risk.
  - Art and Craft Activities: Engaging in creative activities like painting, drawing, or crafting can be low risk and provide a fun and relaxing atmosphere.
  - Social Gatherings: Hosting casual social events, like picnics, game nights, bowling or potlucks, can be low risk if safety measures are in place.
  - Volunteer Work: Participating in volunteer activities or community service projects that align with the club’s mission can be a low-risk way to make a positive impact.
  - Book Clubs and Reading Groups: Holding discussions and reviews of books, articles, or other written materials is generally low risk.
  - Outdoor Activities: Organizing activities like nature walks, hiking, cycling or gardening can be low risk when appropriate safety measures are taken.
  - Sporting Activities: Organizing no or low contact group sport activities like Volleyball, Ultimate Frisbee, Badminton or Pickleball.

*I further understand and acknowledge that some of the Activities may be contracted with third party companies and that I may be required to sign individual company waivers in order for me to participate in the Activity.*

4. ASSUMPTION OF RISKS: I am aware that there are potential risks and liabilities arising from my child (the “Student”) \_\_\_\_\_ participating in the Activities. I understand that the types of hazards she/he may be exposed to while travelling to or from, or while participating in, the Activities may include many different risks, dangers and hazards, **including but not limited to:**
  - HAZARDS OF TRAVEL: boarding, travelling in or on, or disembarking from, or the mechanical failure, or acts or omissions of the operators, of buses, over- or underground trains, gondola, chair lift or other public or private motor vehicle or of any related equipment, whether travelling to, from or within Vancouver and to, from or within any Activity or location; motion sickness.
  - TERRAIN: steep, slippery, unpaved or uneven terrain, steps, trails, bridges, grass, loose stones, dirt, rocks or rubble, which may result in slips, falls or stumbles. Navigation in unfamiliar territory, urban or rural, with signage in a foreign language.
  - WEATHER AND OTHER NATURAL OCCURRENCES: weather, sudden changes in weather conditions, wet weather; the

effects of heat and strong sunlight, cold, snow, ice, hail, earthquakes, floods.

- **BUILDINGS:** uneven or poorly paved or maintained floors, corridors or walkways, whether or not well maintained by others; uneven terrain, uneven or poorly maintained steps, some or all of which may be unmarked, poor or dim lighting;
- **BEACH:** sand, sharp objects visible or concealed, insect or animal bites, heat stroke, sunburn, cold water, tides, currents, pollution, water borne diseases or jellyfish.
- **ALLERGIC REACTIONS:** allergic reactions resulting from contact with cultivated or wild plants, insect bites or unfamiliar food ingredients.
- **MECHANICAL EQUIPMENT:** any manner or injury caused by falls or slips due to boarding, riding on or disembarking from any moving or stationery machinery; mechanical failure or malfunction, poor judgment or error on the part of employees operating the machinery, vertigo; motion sickness.
- **OTHER EQUIPMENT:** any manner or injury caused by falls from trampolines, indoor climbing walls or any other stationery equipment, failure of pulleys, hoists or harnesses, any manner of injury from sticks, cues, clubs, balls, swords, lasers or any other hand-held equipment used in any Activity.
- **EQUIPMENT:** sticks, cues, skis, balls, bats, pulleys, hoists, trampolines.
- **TEAM SPORTS AND GAMES:** falls, collisions, slips or slides resulting in all manner of injuries including dislocations, concussion, hematoma, whiplash, contusions, sprains, pulled or strained muscles, knee injuries or broken bones. Balls, bats, frisbees or other sports equipment.
- **OTHER HAZARDS:** theft of property or the possibility that I, or others do not heed safety instructions or restrictions, other College students, or other people visiting the same locations as the Student, large crowds, the possibility that the I may become separated from the other College participants in an Activity.

I AM AWARE OF THE RISKS, DANGERS AND HAZARDS ASSOCIATED WITH I-ACTIVITIES ACTIVITIES AND TRAVEL TO, FROM THE LOCATIONS AND I FREELY ACCEPT AND FULLY ASSUME ALL SUCH RISKS, DANGERS AND HAZARDS AND THE POSSIBILITY OF PERSONAL INJURY, DEATH, PROPERTY DAMAGE AND LOSS RESULTING THEREFROM.

5. **ACCIDENTS:** I also acknowledge that accidents may occur while the Student is travelling to or from or while participating in Activities. Accidents may be a result of the nature of the travel or an Activity and can occur without fault on either the part of the Student, the part of the College or the Releasees or others. I am aware that the College will attempt to take all necessary and appropriate safety precautions and will attempt to minimize any risks associated with I-Activities Activities. Accidents, however, may cause injury to the Student, or her/his death, or loss of or damage to his/her personal property.
6. **RELEASE OF LIABILITY AND WAIVER OF CLAIMS:** In consideration of the College's permission for the Student to participate in I-Activities Activities, I agree as follows: (a) to waive any and all claims that I or the Student have or may have in the future against the Releasees; and (b) to fully and completely release the Releasees from any and all liability for any loss or damage of property, personal injury or expense that I, the Student or our next of kin may suffer, in both cases ARISING OUT OF OR IN RELATION TO THE ACTIVITIES AND DUE TO ANY CAUSE WHATSOEVER, INCLUDING WITHOUT LIMITATION: (i) NEGLIGENCE, BREACH OF CONTRACT, OR BREACH OF ANY STATUTORY OR OTHER DUTY OF CARE, UNDER ANY APPLICABLE LAW, ON THE PART OF THE RELEASEES, (ii) THE FAILURE OF ONE OR MORE OF THE RELEASEES TO FULLY OR PROPERLY WARN, SAFEGUARD, PROTECT THE STUDENT FROM, OR GUIDE, TRAIN OR INSTRUCT THE STUDENT IN RELATION TO, THE RISKS, DANGERS AND HAZARDS RELATED TO I-ACTIVITIES ACTIVITIES REFERRED TO ABOVE, AND (iii) ANY DELAY OR EXPENSE RESULTING FROM ANY EVENTS BEYOND THE RELEASEES' CONTROL, INCLUDING ACTS OF GOD, ILLNESS OR TRANSPORTATION.
7. The above Release of Liability and Waiver of Claims shall be: (a) effective and binding upon my or the Student's heirs, next of kin, executors, administrators, assigns and representatives in the event of my or the Student's death or incapacity; and (b) interpreted in accordance with the laws of British Columbia.
8. I further understand that some of the Activities will be contracted with third party companies and that I may be required to sign individual company waivers in order for the Student to participate in that Activity.
9. If any section of this Release of Liability and Waiver of Claims is deemed unenforceable, it shall be deemed severable and shall not affect the validity of its remaining sections.
10. The British Columbia courts shall have exclusive jurisdiction for any dispute arising under, or relating to, this Release of Liability and Waiver of Claims.
11. I understand that it is my responsibility to seek independent clarification of anything I do not understand in this Release of Liability and Waiver of Claims.
12. **In entering into this Release of Liability and Waiver of Claims, I am not relying upon any oral or written representations or statements made by any Releasee other than what is set forth herein. I represent and warrant that I am the parent or legal guardian or the above named Student, a minor. I give my approval and permission for the Student's participation in I-Activities Activities. As set out above I assume all risks and hazards incidental to**

**the Student's participation in I-Activities Activities and I release, absolve and agree to hold harmless the College for any claims arising out of an injury to the Student and from any claims arising out of or connected with the Student's participation in I-Activities Activities. I acknowledge that I have carefully read, and accept and agree to the terms of this Release of Liability, Waiver of Claims and Assumption of Risk for a Student Under 19 Years of Age, know and understand its terms, and have obtained or had the opportunity to obtain independent legal advice prior to signing this document.**

\_\_\_\_\_  
Parent/GuardianName

\_\_\_\_\_  
Relationship to Minor Student

\_\_\_\_\_  
Parent/GuardianSignature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Witness

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Date



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11. In entering into this Release of Liability and Waiver of Claims, I am not relying upon any oral or written representations or statements made by any Releasee other than what is set forth herein. I am 19 years of age or more and have read and understand the terms of my Assumption of Risks, Release of Liability and Waiver of Claims, and have received or had the opportunity to receive independent legal advice prior to signing it.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Full name

\_\_\_\_\_  
Student ID