

Questions to Ask Your School

TIPS FOR STUDENTS

To become an official NAMI on Campus club, you must receive recognition from your school as a campus club and send documentation of your recognition to NAMI. The recognition process varies from school to school. It is important for you to learn about and understand the process your specific school requires. There are many benefits to becoming a recognized club on your campus. These benefits may include having access to funding, meeting space, leadership trainings, resources and staff available on your campus.

Although NAMI cannot provide definitive guidelines for getting recognized as a club by your school, we have developed a list of questions you should ask your school to ensure you understand the recognition process and have all the information you need from your school to be an effective campus club leader.

Sometimes, the requirements of schools may conflict with the requirements of NAMI. If this happens, let us know so we can help you work it out. Here are some questions to ask:

Club Recognition Process

- What is the process for getting recognized as a club on campus? Is there an application I need to fill out?
- Are there any rules regarding club names and/or logos I need to follow?
- Can my club use official school artwork (e.g., the school mascot, colors or logo) in club materials? If so, what is the process for getting permission?
- How many club members do I need to get recognized? What membership requirements exist? Do I need to share my membership list with the school?
- How many officers do I need? Are there specific officer positions my club needs to have filled to become recognized?
- Does my club need a constitution and/or bylaws? If so, what language is required to include in my club's constitution and/or bylaws?
- Can I apply for club recognition at any time during the school year or are there specific deadlines for becoming a recognized club?
- Are there any required trainings I need to attend as a club founder/leader?
- Am I required to have an advisor? If so, are there any rules about who can serve as an advisor?
- Do I need to renew my club's recognition status every year? If so, how do I do this?

Club Funding and Finances

- Does the school provide any funding for campus clubs? If so, how do I apply for funding? What can clubs use school funding for?
- What other funding opportunities exist on campus for clubs?
- How do I host fundraising events for my club?
- Do I need to have a bank account for my club? If so, how do I set one up?
- Is financial advising provided to club leaders?
- Are any discounts offered to clubs for printing, mailing and other services?

Club Materials and Resources

- How do I print materials or resources for my club?
- How do I create a poster or banner for my club?
- How do I create a website for my club?
- How do I create and order promotional products for my club?
- How do I reserve an office or meeting space for my club?
- How do I get a mailbox for my club?
- How do I get catering services for my club?

Policies and Procedures

- Are there any policies and procedures on using official school artwork (e.g., the school mascot, colors or logo) on club materials?
- Are there any policies and procedures regarding club logos?
- Are there policies and procedures regarding transporting students? If so, what are they?
- Are there policies and procedures regarding providing food to students? If so, what they?
- What policies and procedures exist on campus for students experiencing a crisis?
- How do I bring a NAMI program to campus? Are there any policies and procedures that need to be followed?
- What are the policies and procedures around providing support groups on campus?
- Does my club need to purchase liability insurance or address any liability concerns?