

# Steps to Forming a Club

The most important requirements for starting a successful, not-for-profit club is interest and commitment. Once you know you have a team willing to commit to a regular meeting time and a common interest, you can manage the rest with ease.

1. Decide what type of a not-for-profit club it will be. The club should have a topic and the people in your club should be gathering because they share the common interest.
2. Next, submit the Community TV Submission form to the Recreation Office detailing information regarding the Club you are looking to form. Contact name and number should be provided so that anyone sharing an interest in joining the club can contact you. The TV slide will run approximately four (4) weeks.
3. If you would like the meetings to be held in one of On Top of the World facilities, a membership of 10 or more residents will be required to reserve a facility meeting room.
4. If you have not done so, you will need to determine how often your club will meet. Once you have decided if your meetings will be weekly, bi-weekly, monthly, etc., you'll need to determine the time of day you are looking to hold your meeting.
5. The next step is to meet with the Program Supervisor at the Recreation Office to determine what facility meeting room would be available to accommodate your group during the times you are looking to hold your meetings.
6. Once a meeting location has been determined, a Room Request Form should be completed and submitted to the Recreation Office. Room requests must be submitted every year for your club meetings. The room requests are taken a year in advance and can be turned in starting in July prior to that year. (Example: December 2014 you can submit room request for 2016) The room request will be input into the system starting in January 2015. These forms are located at the Recreation Office.
7. If you are planning to form an informal club such as poker, Scrabble, etc., by-laws would not be required. If you are planning to form a formal club such as Square Dance Club, RC Flyers Club etc., by-laws with names of officers, secretary and president would be required. By-laws define officer and member duties and it creates a mutual understanding of how the club operates as described below:
  - a. The President would run the club, meetings, be responsible for creating poster requests, room requests, guest notification forms and enforce the rules
  - b. The Vice President would run the club in the absence of the President and assist the President as assigned.
  - c. The Treasurer would handle the club dues and pay the bills for the clubs operations and activities.
  - d. The Secretary would keep the minutes of every meeting.
8. **Only residents of On Top of the World Communities may be members of Clubs!** Any club holding meetings with outside guests will be subject to guest fee charges. Please note all Indigo residents must hold a Gateway of Services and a current Resident ID noting Gateway date status to attend meetings or events within the gates of OTOW. If the Resident ID does not indicate a current year, guest fees would apply. It is the responsibility of the resident forming the club or President thereafter to check resident I.D.'s from all participants during club meetings. (Guest fee information is attached with all room requests). If you have a guest speaker or guests who will be attending your meetings, a Club Guest Notification form must be submitted to the Recreation Office two (2) weeks prior to your meeting. These forms are located at the Recreation Office and make it easy for your guests to enter the community.

9. If you plan on having food at any club meeting, a deposit is required unless Friendship Catering is catering your event. The State of Florida Alcohol Beverage Licenses for On Top of the World facilities do not permit the consumption of alcohol not purchased on site. If you are utilizing an outside caterer for your event, you will need to provide a copy of their license to operate, W-9 and insurance information two (2) weeks prior to your event.
10. If your club meeting requires a table set up different than what's provided in the facility, please submit a drawing of your set-up to the Recreation office three (3) weeks prior to your event.
11. Should you wish to place your club information in the Community Directory, OTOW website or Activity Schedule of the OTOW newspaper, please stop by the Recreation Office to complete a Club Update Form.