



PLANTPURE COMMUNITIES

PLANTPURECOMMUNITIES.ORG

**ACTION SHEET:
PREPARING THE
FRAMEWORK FOR YOUR
POD ON CAMPUS**

Pods on Campus

This Action Sheet describes the logistics of setting up a Pod on campus. If you are working with an existing club, these tips may be helpful to incorporate into the current structure. If you are starting a Pod as a new club, this information will help you think through how to name the club, establish leadership and support, and budget funds. Even if you decide not to set up the Pod as an official campus club, it is helpful to create this framework. By establishing this structure, you make it possible for your Pod to stay active and grow for many years.

College Support

If you are starting from scratch, check to see if your college offers a meeting for new clubs. The meeting should explain the college policies and alert you to the important dates to renew/reinstate the club every year (if applicable). If your college does not offer a meeting, look into what other resources are available, such as a student clubs website or designated faculty members who facilitate clubs.

Naming the Pod

Get creative! Come up with a fun, catchy name for your Pod that will attract new members. Consider starting your Pod's name with the letter "A" so it appears at the beginning of an alphabetical club list and more people see your Pod. You may also want to use terms like "plant-based," "healthy," "energized," or "wellness." Check out the Action Sheet: Naming Your Pod, located on the [Group Leader application page](#), for more ideas. Make sure you do not use any trademarked terms in the name.

Establishing Structure

Who will be involved in your Pod? Begin by gathering the "scattered vegans" from around campus - look for them, invite them to join, and recruit their help with creating the Pod. These people can be the first Pod members!

Board Members: Depending on the size of the club, the board could consist of a president, vice president, treasurer, secretary, and an event planner. Small clubs may only need a president and a vice president, both of whom can take over the other roles. In larger clubs, it will be helpful to divide up the tasks required to run a successful club.

Elections: Consider electing board members in the fall or beginning of winter for the start of a new calendar year. Your college may have a format for the policies and procedures regarding elections that you can follow.

Faculty/Staff Mentor: Some colleges require there to be a faculty/staff member involved with clubs. This person can act as a mentor for the club and create continuity as students graduate. Do your best to find someone who is interested in plant-based/vegan diets. They may be easier to find in certain schools or departments, such as public health, nutrition/dietetics, consumer sciences, or environmental/sustainability science. Send emails out to potential staff mentors or arrange meetings with them to see if they would like to be involved with the Pod.



PLANTPURE COMMUNITIES

PLANTPURECOMMUNITIES.ORG

Constitution: Most clubs will be required to have a Constitution and your college should provide you with a template. Here is a [sample club constitution](#) from the University of Georgia.

Club Funds

Create a budget to determine how much funding the club will need to cover necessary expenses for the year. Ideally, if your Pod is a college club, it will have access to college funding to cover certain expenses, such as the costs of printing, organizing transportation for events, snacks, and more. Look into what funds your college can provide to a club and how these funds can be used. For example, you may only be able to spend a limited amount of your budget on food. Explore setting up a club bank account so you don't have to hold onto cash. If the college does not provide sufficient funds, you may consider requiring members to pay annual dues to cover expenses, or you may rely on fundraising (see Action Sheet: Promoting and Fundraising).



We welcome you to send suggestions and ideas to info@plantpurecommunities.org This material may not be used out of context. Please refer to PPC's terms and conditions for more information. Updated June 2018.