

# Innovus Clubs – External Guide for Club Leaders

*A quick guide for starting and running a community-led club at Innovus Innovation.*

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## 1) What Innovus Is Offering

- **Space during after-school hours** (standard classrooms and common areas).
- **Central enrollment and payments via Sawyer** (auto-pay, rosters, cancellations).
- **Basic site support** (room access and policy reminders).
- **Leader Orientation (required):** All club leaders must complete a **site orientation** before approval to launch. This covers safety procedures, room readiness, emergency protocols, and closing expectations.
- **Safety oversight & approvals** (waivers, background checks for youth clubs).
- **Marketing placement** (Innovus website directory linking to Sawyer listings; occasional social/lobby promotion).

Innovus does not staff or facilitate club sessions. Clubs are community-led and self-operated.

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## 2) What We Expect From Each Club

- **Leader orientation:** Complete the **Innovus Site Orientation** prior to first listing/meeting; follow posted procedures thereafter.
  - **Leader & backup:** A primary leader (21+) and at least one additional adult for youth clubs.
  - **Youth safety:** Two adults present at all times for any club with minors; **1:10 adult-to-youth ratio** maintained.
  - **Reliability & closing time:** Start/finish on time. **All meetings must end by 6:00 pm; spaces must be cleared by 6:15 pm.**
  - **Policies:** Respect Innovus' code of conduct, behavior and bathroom policy, and facility rules.
  - **Attendance:** Club leaders must **take attendance each meeting** and **submit monthly attendance records** to Innovus.
  - **Storage:** While limited on-site storage is available, **we strongly advise keeping any non-Innovus resources off-site.** If needed, on-site storage is available via **one labeled tote for \$7/month.**
  - **Communication:** Notify members and Innovus of cancellations; submit incident reports when needed.
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## 3) How Clubs Work (Quick Facts)

- **When:** Clubs meet only during Innovus' published after-school hours. Book 60–120 minute blocks. **All meetings end at 6:00 pm; rooms cleared by 6:15 pm.**
- **Where:** Standard rooms by default.
- **Who:** Minimum roster **6 paid members** by 72 hours before first meeting.

- **How often:** Weekly or biweekly by default; a "Plus" schedule (up to 8 meetups/month) may be considered if it fits within open hours and space.
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## 4) Enrollment, Payments & Pricing

- **Sawyer is required** for all listings, rosters, and auto-pay.
  - **Quarterly billing:** Dues are charged **per quarter** (every 3 months). Member enrollments and cancellations align to the quarter.
  - **Facility Access Fee:** Clubs must price at or above the Innovus **Facility Access Fee per member per quarter**. Any amount above that goes to the **Club Fund** for the club's own supplies/activities.
  - **Recommended pricing:** Innovus provides suggested **quarterly** price tiers; leaders may set higher or lower prices based on their cost needs, as long as the Facility Fee is covered.
  - **Refunds:** Full refund **before the first session** of the quarter; **no refunds after** the first session (except Innovus-initiated cancellations).
  - **Deposits & storage:** **\$50 general club deposit; optional on-site storage \$7/month\*\*** for one labeled tote; otherwise no overnight storage. We strongly advise keeping non-Innovus resources off-site.
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## 5) Club Funds (Your Internal Budget)

- **What it's for:** Consumables, equipment, event fees, guest speakers, prizes/snacks, assistant background checks.
  - **Requests:** Only **pre-approved leaders** may request a spend; include a short reason and expected outcome. Innovus purchases or reimburses—no cash withdrawals.
  - **Rollover:** Unused funds roll quarter-to-quarter; an annual summary is available.
  - **Scholarships/Waivers:** Innovus does **not** provide waivers. If a club sponsors a member, the Innovus Facility Fee still applies and must be paid.
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## 6) Marketing & Brand Use

- **Sawyer listing blurb:** Provide a 1–2 sentence public description for your club page.
  - **Brand kit:** Leaders may use Innovus brand assets with **pre-approval** (quick form provided).
  - **Promotion:** Feel free to share in schools, community groups, church bulletins, and Discord/FB. Innovus may highlight founding clubs in lobby and social posts.
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## 7) Conduct & Youth Policies (Summary)

- **Code of conduct:** Zero tolerance for harassment, bullying, or unsafe behavior.
- **Bathroom policy (youth):** No 1:1 isolated trips; use buddy system/visible hallway monitor; follow posted procedures.
- **Incident reporting:** Notify the Site Lead immediately; complete a brief incident log at the front desk.

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## 8) Session Guarantees & Cancellations

- **Innovus guarantee:** We guarantee **3 sessions per calendar month** for active clubs when Innovus is open. If Innovus cancels below the guarantee, we issue a credit.
  - **Leader cancellations:** Club-initiated cancellations are **not** made up or credited.
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## 9) Step-by-Step: How to Launch a Club

1. **Tell us your idea:** Complete the **Innovus Club Application** (fillable PDF or Sawyer intake form).
  2. **Safety & fit review:** We confirm alignment, room availability, youth safety plan, and space and supervision needs.
  3. **Compliance:** Background checks (for youth clubs), waivers, and any required tool orientation.
  4. **Deposits & listing:** Pay the **General Club Deposit** (+lab deposit if applicable). We publish your **Sawyer** listing and open enrollment.
  5. **Roster minimum:** Reach **6 paid members** 72 hours before first meeting.
  6. **Launch:** Check in at the front desk, follow your SOP and Innovus policies, and keep the room ready.
  7. **Operate & grow:** Monthly Club Fund summaries available; request purchases as needed.
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## 10) Ongoing Leader Checklist (Every Meeting)

- Arrive  $\leq 15$  minutes early; review room-ready checklist.
  - Ensure **two adults** present for youth clubs; confirm **1:10** ratio.
  - Verify roster via Sawyer; **take attendance** and submit monthly attendance records to Innovus.
  - **End by 6:00 pm and vacate the space by 6:15 pm.**
  - Maintain a positive environment; enforce the code of conduct.
  - Reset room to ready state; remove personal equipment (**on-site storage is strongly discouraged**; use approved tote only if needed).
  - Log incidents immediately with the Site Lead.
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## 11) FAQs

### Why is there a fee if clubs are volunteer-led?

Membership covers facility access, utilities, cleaning, admin/registration, and shared resources.

### Can our club keep prices low?

Yes—set your price at or above the Innovus Facility Access Fee per **quarter**; anything above that builds your Club Fund.

### Can we pay leaders a stipend?

Possibly. Stipends may be requested on the application and are **heavily scrutinized** by Innovus Directors.

**What if a member misses a meeting?**

No make-ups or refunds (unless Innovus cancels below the session guarantee).

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## 12) Contact

- **General questions:** front desk / site lead at Innovus
  - **Safety & compliance:** program team
  - **Marketing approvals:** marketing@innovus (brand kit request)
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### One-Page Summary (For Sawyer Listing Prep)

- **Club Name & Mission** (1–2 sentences)
  - **Age Range & Meeting Cadence** (weekly/biweekly; 60–120 min)
  - **Youth Safety Notes** (if applicable)
  - **Quarterly Price** (meets or exceeds Facility Access Fee; optional add-ons for your Club Fund)
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*Thank you for building community at Innovus! We're excited to host your club.*