

SIEBEL CENTER FOR DESIGN

The Clubhouse

Member Handbook

Welcome to The Clubhouse! This handbook is your guide to everything here - what it is, how to join, what's expected, and how to make the most of your time with us. Whether you're brand new or returning for another term, read it once and keep it handy.

1. What Is The Clubhouse?

The Clubhouse is a community of registered student organizations (RSOs) living and working inside the Siebel Center for Design. It's where student groups get access to SCD's spaces, tools, and promotion channels - and in return, they contribute back to a shared creative ecosystem.

The Clubhouse is built on a core idea from human-centered design: the best outcomes come from people working together, sharing resources, and staying accountable to the communities they're part of.

Why The Clubhouse Exists

At SCD, we believe design is most powerful when it's collaborative and community-driven. Human-centered design (HCD) isn't just a method - it's a mindset. It asks us to start with people: their needs, their contexts, and the problems worth solving together.

The Clubhouse is how we bring that mindset to student life at the U of I. We want your RSO to have the tools and space to do meaningful work. We also want your group to be part of something bigger - a campus community that's actively making, experimenting, and sharing what it learns.

What Being a Member Actually Means

Membership is not just about having access to a space or a locker. It's about being an active part of SCD's community. That looks different for every group, but it usually means:

- Using SCD's resources intentionally - for real, ongoing work
- Showing up for the community - through events, collaborations, and check-ins
- Giving back through your strengths - design, fabrication, outreach, content, organizing, or whatever your group does best

There's no single path through The Clubhouse, and that's by design. Every group participates in a way that fits its scale and goals.

2. How to Join

Who Can Apply

Any registered student organization at UIUC is welcome to apply. You don't have to be a design org to fit in here - The Clubhouse welcomes groups from any discipline

that are actively working on projects and want to be part of a collaborative creative community.

Application Windows

Applications open twice a year:

- End of spring semester
- Start of fall semester

We share the application link through the SCD website, social media, Discord, and notice boards around the building. When the window is open, you'll know.

The application asks about your RSO, what resources you're applying for, what your group is working on, and what you can contribute back. Applying doesn't guarantee acceptance, and if you're re-applying, your previous term's participation will be part of the review.

After You're Accepted

Once you're in, here's what happens:

- **Onboarding Form**

We'll send you a short form to collect your member list, intended resource use, and early contribution ideas.

- **Space or Locker Assignment**

Based on what you applied for, you'll be assigned a workspace in Twilight Studio, a locker, or both. If you only need booking access, that's okay too - not every group needs physical storage.

- **Orientation**

We'll walk you through the program expectations, introduce you to SCD's spaces and labs, connect you with other Clubhouse groups, and share a folder with all the relevant policies and agreements.

3. Access Types

Access is matched to what your group actually needs. It's about giving every group the right level of support - the more access you have, the more we'll ask you to use it actively and give back to the community around you.

Access Type	What's Included	Contribution Expectation
Systems Access	Priority room booking + SCD promotion channels (newsletter, social, screens)	Stay active in Clubhouse community; book responsibly
Systems + Storage	Everything in Systems, plus an assigned locker or shelf for your materials	Organized storage use; visible and consistent engagement
Seasonal Workspace	Temporary dedicated workspace + storage + Systems Access, for a defined project window	Active use during your season; share your process through events or collaborations
Dedicated Workspace	Full-term workspace + storage + Systems Access, for ongoing semester-long work	Frequent, visible use; leadership in community events and mentorship

Contribution Points

Each access type comes with a semester contribution point minimum. Points are how we track your group's engagement and impact - workshops hosted, collaborations formed, events supported, and more.

The full **Contribution Point System Guide** is shared with your group during onboarding, and you can find it anytime in your group's Box folder. It covers how points are earned, tracked, and reported. One quick reminder: the more access you have, the more we'll ask you to contribute back.

Access Can Change

If your group's needs change during the semester - more or less space, different resources - reach out to us. We can adjust access based on actual usage, evolving projects, or contribution alignment. We'd rather recalibrate than have space sit unused or a group feel unsupported.

4. Day-to-Day Life in The Clubhouse

Once you're in, day-to-day membership comes down to three things: using resources well, staying connected to the community, and finding ways to give back.

- **Use Resources Responsibly**

Follow space and lab rules

- Policies are posted in each space, including the makerspace and media labs
- Complete any required training before using specialized equipment

- Only use what's been assigned to your group
- Spaces should reflect active work, not just store things
- Report any broken equipment or safety concerns to SCD staff right away

- **Stay Connected**

- Send a rep to monthly check-ins and Clubhouse-wide events
- Take time to meet other groups - know what people around you are building
- Be a good neighbor in shared spaces

- **Contribute to the Ecosystem**

- Contribution is how your group gives back in exchange for the access you receive. It doesn't have to be big. It just has to be real.

Some examples:

- Host a workshop open to other students or the broader UIUC community
- Partner with another Clubhouse group on a project or event
- Volunteer at or help run an SCD program
- Share your process through a demo, talk, or open studio session

- **Storage Dos and Don'ts**

- If your access includes storage, here's the short version:
- Keep items within your assigned locker or shelf
- Label your materials and keep things tidy
- Don't leave materials in shared spaces - they may be removed
- No hazardous or perishable materials

- **Shared Space Etiquette**

Shared spaces stay usable for everyone when small habits are consistent. After using any SCD space:

- Clean up and reset the space - furniture, tools, equipment back to where they started
- Dispose of waste properly - use the right bins for trash, recycling, and materials
- Be mindful of noise and mess if others are working nearby

- **Access and Member Responsibility**

Access is granted to your organization. Your group is responsible for how it's used.

- Only active members should be using the space
- Don't share access credentials - keys, codes, or swipe access
- If a member of your org doesn't follow space policies, it reflects on your group as a whole

- **Changes in team leadership or team members**

When team members join or depart from your group, or there are changes to your leadership structure we need to make sure our contact information and systems are up to date.

- Notify the Clubhouse Admin Team of any changes to your team membership
- If you select new leadership for your team, the outgoing leadership should update the Clubhouse Admin team so we can change our point of contact for your group.
- The Team Contract will need to be updated with the new leadership changes.

5. The Contribution Point System

Points are how we recognize and track your group's engagement with the Clubhouse community each semester. Every activity your group does - workshops hosted, collaborations formed, meetings attended - adds to your total. At the end of the semester, your points are reviewed as part of your continuation decision.

Points don't log themselves. After every activity, let The Clubhouse Team know - either before it happens or right after. We verify it and add the points to your tracker. No submission, no points.

Your Point Minimum

Your access type sets your semester point minimum - the baseline you need to hit to stay in good standing.

Track	Access Type	Semester Minimum	Community Impact Min.
1	Systems Access	120 points	60 points
2	Systems + Storage	150 points	75 points
3	Seasonal Workspace	220 points	110 points

Track	Access Type	Semester Minimum	Community Impact Min.
4	Dedicated Workspace	300 points	150 points

How Points Are Categorized

Points fall into four categories, and the mix matters - you can't just stack up internal admin tasks and call it done:

- Community Impact (25-40 pts/activity) - public workshops, co-hosted events, and SCD-requested sessions. At least 50% of your total.
- Collaboration & Engagement (5-20 pts/activity) - joint projects, monthly meetings, mentoring. At least 20% of your total.
- Internal Engagement (5 pts/activity) - monthly reports, required check-ins, admin tasks. Capped at 20% of your total.
- Academic Engagement (10 pts/member) - bonus points for members enrolled in DTX courses. No minimum required.

Full activity list, exact point values, and eligibility rules: see the Contribution Point System Guide, shared with your group during onboarding and available in your Box folder.

How Reporting Works

Points don't log themselves. Here's the process:

- Tell us about your activity - either before it happens or right after it wraps up
- We verify it and add the points to your tracker
- You can view your running total anytime in your group's Box folder

Your Box folder holds everything in one place: your group's contact info, your signed Clubhouse contract, and your point tracker. You can view the tracker anytime - but only The Clubhouse admin team can edit it. This keeps the record clean and consistent for everyone.

6. Tracking and Check-ins

We keep a lightweight record of how each group is engaging throughout the semester. This isn't surveillance - it's a shared picture of how things are going, so we can support you early if something's off.

What You'll Do

- Submit brief written updates on activities and plans at regular checkpoints
- Attend monthly or checkpoint reporting meetings
- Document events, workshops, and collaborations so they can be logged toward your point total

Checkpoints

Regular, light check-ins to review your activity and point progress. These happen well before the end-of-semester review, so there's time to course-correct if needed.

Semester Review

At the end of each semester, we look at:

- How you used your space and resources
- Contribution points earned vs. your access type's minimum
- Collaboration and community engagement
- Overall impact

This informs whether your group continues in the program for the next term.

7. Booking System - Skedda

The Clubhouse books all shared spaces through Skedda, SCD's online booking platform. You can check availability and reserve a space anytime at designcenter.skedda.com/booking.

Your Clubhouse Access

As a Clubhouse member, your group has a Skedda account set up with special permissions - giving you access to certain spaces that aren't open to the general SCD community and apart from that you also have access to all the available rooms in SCD.

Clubhouse-Only Spaces

- Sunset Studio - reserved for Clubhouse members only, daily from 5-10pm
- **Coming soon:** the lounge conference table in Twilight Studio will also become a Clubhouse member-only space

Booking a Meeting vs. Hosting an Event

How you book depends on who the activity is for:

- Internal meeting - just your group's own members. Submit only to Skedda; you can bypass Onellinois entirely.
- Open event - anyone beyond your org's internal members is invited. Submit to both Onellinois and Skedda.

8. Continuation and Offboarding

Continuing

Most groups in good standing continue without issue. It's less about a formal re-application and more about whether your participation has reflected the program's expectations.

Groups continue based on:

- Consistent, active use of space and resources
- Contribution point minimums met or meaningfully worked toward
- No unresolved issues around member behavior, space, storage, or shared equipment

Leaving the Program

Sometimes a project wraps up, a group's needs change, or you decide The Clubhouse isn't the right fit anymore. Offboarding is straightforward.

- Clear out assigned space and storage by an agreed date
- SCD staff can help connect you with other campus resources if needed
- Leaving The Clubhouse doesn't mean leaving the SCD community - you're always welcome here

9. When Things Go Wrong

We use a progressive, balanced approach to issues around space use, participation, and program expectations. The goal is always to resolve things early and support groups in meeting expectations - not to penalize.

If something isn't working - space use, expectations, participation - reach out early. You don't need to have it all figured out. SCD staff are here to help, not just to hold you accountable.

Step 1 - Informal Reminder

For first-time or minor issues, or situations where expectations weren't clear. A quick message or conversation from SCD staff - no documentation, no penalty. Just alignment.

Common examples: leaving materials in shared space, not resetting a workspace, missing a check-in.

Step 2 - Formal Warning

For repeated minor issues, moderate concerns, or lack of response to prior reminders. A written notice to group leadership with clear expectations and a timeline to correct the issue. Documented internally.

Common examples: ongoing shared-space storage, repeated missed check-ins, ignoring communication from SCD staff.

Step 3 - Probation

For continued issues after a formal warning. A defined probationary period with specific goals - which may include regular check-ins, adjusted access, or contribution targets. A structured opportunity to reset.

Common examples: consistently missing contribution point minimums, underutilizing assigned space, limited engagement over time.

Step 4 - Removal

For failure to meet probation conditions, continued non-compliance, or significant violations. Formal notice, loss of access, and a clear timeline for transition.

Some situations - safety violations, unauthorized access, behavior that impacts others - may skip earlier steps entirely.

Groups that address issues promptly and meet expectations return to good standing without long-term consequences. The intention is never to punish; it's to keep shared spaces working for everyone.

10. Quick Reference

The Clubhouse Admin Team

Title	Name
Clubhouse Director	Neil Pearse
Clubhouse Coordinator	Utsaha Khakurel

Who to Contact

What you need	Who to contact
Applications, onboarding, general Clubhouse questions	The Clubhouse admin team
Space requests and event coordination	Emily Bear/Utsaha Khakurel
Makerspace, fabrication, and media labs	Neil Pearse
Program direction, partnerships, and general SCD questions	The Clubhouse admin team
Contribution points, checkpoints, and reporting	The Clubhouse admin team
Booking SCD spaces	SCD booking system (link shared at onboarding)

Thinking About Joining?

Application windows open at the end of spring and start of fall semester. Watch the SCD website, social media, and Discord for announcements. You can reach out to The Clubhouse Team anytime with questions - even before you apply.

The Clubhouse is a place to build, collaborate, and grow - with a community that's figuring out what human-centered design can mean for every kind of student group at U of I. We're glad you're here.

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