



Student Club and Organization Application 2013-2014



Lead a Club Today!

Center for Student Life and Leadership Development

Cañada College

Building 5, Room 354

Phone: (650) 306-3364 Fax: (650) 306-3372

Email: ascclubs@gmail.com

Website: <http://canadacollege.edu/studentlife/index.php>

2013-2014
Student Club/Organization Application Information

Dear Student Leader,

Congratulations on taking the steps to establish a new club or to reactivate a club!

Please take a moment to complete this application with your fellow club members and club advisor(s). Return the completed packet to Center for Student Life and Leadership Development, Building 5 room 354 within 2 weeks of picking up.

Recognition Procedure

- a. Any group seeking recognition for a new student organization must complete an ASCC Student Organization Registration packet. Completed registration packets must be submitted to the Center for Student Life and Leadership Development for review and approval.
- b. Once approved, each student organization will be required to send one representative to a Student Organization Orientation.
- c. All approved student clubs and organizations will be identified as an "ASCC recognized student organization".
- d. Re-recognition Process. All student clubs and/or organizations are required to renew their recognition status each academic year. Once group status has been re-approved, one representative from each organization will be required to attend the Student Organization Orientation. Until a representative has attended the orientation all account transactions, facilities request, etc will not be processed. In addition startup funds will not be deposited into campus account.

All recognized student organizations are required to commit to the following:

- a. Maintain an organization constitution in the Center for Student Life and Leadership Development
- b. Participate in "Club" Day activities
- c. All mandatory club officers must have a current student body ID card
- d. Attend all Inter-Club Council meetings per semester
- e. Follow all policies and procedures as stated in the Student Organization Handbook and ASCC constitution

Inter-Club Council (ICC)

Membership in the Inter-Club Council is open to all ASCC recognized student clubs and organizations. All recognized student clubs/organizations must send one (1) representative to the ICC meetings to maintain active status and to qualify for ASCC funding. Representatives cannot miss more than ONE ICC meeting per semester, otherwise the club may be terminated. ICC Representatives are responsible for staying informed about all decisions and information discussed during ICC meetings.

Membership

Membership in all student organizations is open to all Cañada College registered students. Denial of membership or participation in any activity on the basis of age, gender, marital status, disability, race, color, sexual orientation, religion, national origin, or other similar factor is specifically prohibited.

Privileges

The privileges of recognized student organizations include:

- a. Receive \$100 as initial seed money for your club/organization.
- b. Allowed to request money from the Associated Students of Cañada College for travel to conferences and hosting events on campus
- c. Allowed to use Campus Facilities to host club meetings or events for free or at discounted rate.

- d. Allowed to fundraise on and off-campus
- e. Use of College name
- f. Publicity through appropriate college channels
- g. Appropriate advice and assistance from the Center for Student Life and Leadership Development

Club Funding

- a. To be eligible for funding from ASCC a registered club and/or organization must attend all scheduled ICC meetings; participate in all Club Day events, and be in good financial and club standing.
- b. Newly registered clubs and organizations will be given \$100.00 for the purpose of supporting initial club/organization activities.
- c. Eligible registered clubs and/or organizations may request a fundraising match for approved fundraisers, for a maximum of \$250.00 for the academic year.

International, National, or Local Affiliation

All students seeking to establish a group on campus that is affiliated with a local, national, or international organization, hereafter called “affiliate”, must comply with the following guidelines:

- a. The policies of the affiliate must be compliant with College policies and educational objectives
- b. A copy of the affiliate’s policies and/or constitution must be attached to the student organizations constitution.
- c. A clause stating the following must appear in the organization’s constitution.

This organization shall adhere to the regulations and constitution of the “AFFILIATE” that do not conflict with the regulations and policies of Cañada College or the Associated Students of Cañada College.

Important Dates

For starting a club in Fall 2013

Club Bash	Thursday, August 29	3:30p – 5pm, Center for Student Life
Club Rush Week	Tuesday Sept 10 – Thurs Sept 12	11:00-1:30 pm, In the Quad
Inter-Club Council	Every 1 st and 3 rd Wednesday of the month	3:30p – 4:30p, Center for Student Life

Please Prioritize ICC Meeting Times when planning your club meeting.

If you have any questions, please contact the Center for Student Life & Leadership Development at ascclubs@gmail.com or 650-306-3364 or visit us in Bldg 5, Rm 354.

Thank You,
 Misha Maggi
 Student Life & Leadership Manager

Campus Support

Are you (please select one):

- Establishing New Club
- Reactivate Club
- Establishing Local Student Chapter Name of State or National chapter: _____

Please use this page to collect ten (10) signatures of students who support your idea to start or reactivate this student club/organization.

My name is _____ and I am starting the following club:
 _____ for the 2013-2014 school year.

If you support my idea for this club, please sign below. Thank You!

Student Name	# of Units Currently enrolled in	G#	Signature
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Club Officers

Please list all current club officers. A total of four (4) officers must be listed to retain active status.

Requirements

To be considered an official club member, or to start your own student club/organization, the student must be currently enrolled in at least 6 units at Cañada College and hold a 2.0 cumulative GPA and be in good academic standing. The student must also possess a current Cañada Student Body ID card.

District Wide Policy for San Mateo Community Colleges' Student Clubs

Membership in student organizations is open to all students. Denial of member in any organization or of participation in any activity on the basis of age, gender, marital status, disability, race, ethnicity, sexual orientation, religion, national origin, or other similar factors is especially prohibited. Membership in secret societies is prohibited.

Club/Organization Officers

President:

1. Name: _____ G#: _____ # of units: _____

E-mail Address: _____ Phone # _____

Treasurer:

2. Name: _____ G#: _____ # of units: _____

E-mail Address: _____ Phone # _____

Secretary:

3. Name: _____ G#: _____ # of units: _____

E-mail Address: _____ Phone # _____

Inter-Club Council Liaison

4. Name: _____ G#: _____ # of units: _____

E-mail Address: _____ Phone # _____

Inter-Club Council Liaison (Alternative)

5. Name: _____ G#: _____ # of units: _____

E-mail Address: _____ Phone # _____

***An ICC Liaison can only represent up to **TWO** Clubs per semester. Please Note: Only club officers or ICC representatives ON RECORD are allowed to vote on ICC matters.

Club Officers

Additional Officer Positions:

Suggested Positions - Vice President, Club Outreach, Publicity Officer, Social Media Manager, Activities Coordinator

Officer Position: _____

Duties: _____

Name: _____ **# of Units enrolled at Cañada** _____

Phone: _____ **E-mail:** _____

Officer Position: _____

Duties: _____

Name: _____ **# of Units enrolled at Cañada** _____

Phone: _____ **E-mail:** _____

Officer Position: _____

Duties: _____

Name: _____ **# of Units enrolled at Cañada** _____

Phone: _____ **E-mail:** _____

Officer Position: _____

Duties: _____

Name: _____ **# of Units enrolled at Cañada** _____

Phone: _____ **E-mail:** _____

Club Members

Please list all active members of your club/organization below. Attach additional paper if needed.

Student Member Name	# of Units	G#	Email
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			

Constitution for Student Club/Organization

Article I

Section 1: The full name of our club is: _____

Section 2: The name we want used to advertise us is: _____

Section 3: The name and link of our Facebook Page: _____

Section 4: Write one sentence to describe your club (will be used to market your club on Student Life Web Page and office handout):

Article II

Section 1: The purpose for the existence of this club is:

1. _____

2. _____

3. _____

Section 2: The Club goals for 2013-2014 are:

1. _____

2. _____

3. _____

Section 3: Possible Club Activities for the Year:

1. _____

2. _____

3. _____

Section 4: Will your club be collecting membership dues? Yes ___ No ___

If yes, amount: _____ How often? _____

Constitution for Student Club/Organization cont.

Article III

Section 1: Club Meetings will be: (Before completing this part, please complete the Facilities Reservation form or check the availability of the Center for Student Life and Leadership Development Conference Room Bldg 5 Room 350. Facilities Reservation Form is available in the office or online under forms: <http://canadacollege.edu/studentlife/index.php>)

DAY: _____

TIME: _____

PLACE: _____

Weekly: _____ Monthly: _____ other: _____

Article IV

Section 1: How will club officers be elected: _____

Section 2: What are the eligibility requirements for the officers of your club: (Example: g.p.a, # of units) **No student shall; on the basis of gender, race, religion, national origin, creed, ethnic background, economic status, disability, sexual orientation, or age be denied a position or office within a student club or organization.)*

1. _____

2. _____

3. _____

Section 3: Term of office for club officers: (Check off) ___ Semester ___ Year

Section 4: How will club officer vacancies be filled: _____

Section 5: When will elections be held within your club: ___ End of semester ___ Beginning of School Year

Section 6: How will special meetings be called: _____

Article V

Every club is required to have 4 club officers at all times.

Section 1: Club Officer Position: President

-Every club is required to elect a President. The President is responsible for:

1. Scheduling and running club meetings. They are the "Official Spokesperson" for the club. They must be able to make every club meeting. They will need to work with secretary and advisor to develop meeting agendas.

Constitution for Student Club/Organization cont.

2. Understanding and following the Club Constitution and Cañada College Club Policy Handbook.
3. **Remember at Cañada, a student can only hold 3 club officer positions at a time.**

Section 2: Club Officer Position: *Treasurer*

-Every club is required to elect a Treasurer. The Treasurer is responsible for:

1. Keeping track of the Club budget and processing and signing ASCC Requisition forms.
2. Must be able to attend club meetings.
3. **Remember at Cañada, a student can only hold 3 club officer positions at a time.**

Section 3: Club Officer Position: *ASCC Liaison*

- Every club is required to elect an ASCC Liaison. They are responsible for:

1. **Attending Inter-Club Council Meetings: Fall Semester, 1st and 3rd Wednesdays of the Month 3:30-4:30pm, Bldg. 5-350**
Be the liaison between the club and ASCC. You are responsible for reporting the status of the club to other clubs as well as reporting the content of the ASCC information to club members.
2. Be in charge of requesting money from ASCC.
3. **Remember at Cañada, a student can only hold 3 club officer positions at a time.**

Section 4: Club Officer Position: *Secretary*

-Every club is required to elect a Secretary. They are responsible for:

1. Taking minutes at each meeting. They also keep track of agendas and minutes, preferably in a club binder.
2. **Remember at Cañada, a student can only hold 3 club officer positions at a time.**

Section 5: OPTIONAL Club Positions: Here is where a club can develop additional club officer roles.

In this section, we recommend that you outline the responsibilities for any additional club officer positions. Please refer to page 7 of this packet for additional officer positions.

Request for Club Advisor

Purpose of Faculty and Staff Advisor

- An advisor serves as a guide and advocate for the club members.
- An advisor helps the club to achieve the purpose for which it was organized.
- An advisor understands college policies affecting such groups; and, hence, can assist students in realizing the objectives of their group.

Responsibilities and Advice for Club Advisor:

- An advisor must be a full-time staff or faculty member of Cañada College. An advisor can only advise 2 clubs at time.
- Advisors are required to attend all club meetings when the club meets on campus and when they meet off campus.
- Advisors must attend on and off-campus club sponsored activities and events.
- Advisors must sign all facilities and ASCC requisition forms.
- Advisors are welcome to consult with the Student Life and Leadership team concerns or problems regarding club activities or events.

Liability for Advisors

Club Advisors are liable for:

- Club financials and making sure the students pay their bills on time.
- The safety of the club members when driving the college van.
- Student behavior during the use of college facilities during meetings, events and when traveling to conferences, tournaments, etc.

The Club President: _____ of

(Club) _____ respectfully requests that _____

and _____ be designated advisors for the above-named organization for the

period of time _____ to _____.

I have agreed to be the Advisor of the: _____ . I understand the responsibilities of being an Advisor and understand my mandatory presence at the club's set meeting time. Note: Only one advisor is necessary for a club meeting. In the case of clubs with multiple advisors, attendance can rotate.

Primary Advisor Name: _____

Signature: _____ Date: _____

E-mail: _____ Phone: _____

Co-Advisor Name: _____

Signature: _____ Date: _____

E-mail: _____ Phone: _____

Agreement of Responsibility for Financial Accounts and Facilities Use

(Name of Club) _____

Source of Club Income: (example: fundraising, donations, membership dues, etc.) _____

What will the club income be used for: _____

We, the undersigned, do hereby understand that Cañada College approved clubs are only allowed to have Club Trust / Savings accounts through the college. We understand that when we raise money on or off-campus, that we must deposit our money into our Cañada College Trust Account. We also understand that when processing ASCC or facilities' paperwork, the forms must be turned into the Center for Student Life and Leadership Development **at least 14 days in advance.**

We also read, signed and have a copy of the Cañada College Club Handbook.

We further understand that we will be held fully and personally responsible for any costs or damages incurred by the organization, in any of the club's activities, authorized by our signatures.

PRINT NAME: _____ SIGNATURE _____ Date _____

(Club President)

Phone _____

PRINT NAME: _____ SIGNATURE _____ Date _____

(Club Treasurer)

Phone _____

(Additional names may be written on the back of this form if more than two people are designated by consent of the organization).

FACULTY and STAFF ADVISORS:

I acknowledge my intention to serve as advisor for the above stated club or organization. I have reviewed the meeting times of the club and am able to attend. I promise to do my best in advising the students of this organization in following the Cañada College Business and Facilities policies. I also have read, signed and have a copy of the Cañada College Club Handbook.

Primary Advisor _____ Signature: _____ Date: _____

Phone: _____ E-mail: _____

Co-Advisor _____ Signature: _____ Date: _____

Phone: _____ E-mail: _____

For office use only

This club or organization is _____ **approved** _____ **not approved** as a charter club and may request or withdraw funds from a Cañada Club Trust Account and use Cañada College Facilities.

Student Life and Leadership Manager: _____ Date: _____

Vice President of Student Services: _____ Date: _____