



# CLUB APPLICATION/RENEWAL FORM

Club Name: \_\_\_\_\_

**Attention Club Officers:** President & Vice President, please provide an email address below that can be shared with students who are interested in joining your club and/or need more information.

Please print clearly

Office	Name	Email	Phone(s)
President			
Vice President			
Secretary			
Treasurer			

Club Advisor(s): \_\_\_\_\_ Ext. \_\_\_\_\_

Email: \_\_\_\_\_

Purpose of Club: \_\_\_\_\_

Club Membership: Is club membership open to all Solano Community College students? Yes  No

If not to all SCC students, please explain: \_\_\_\_\_

Are off-campus individuals allowed to become active members? Yes  No

New Clubs must complete attached forms.

**\*Fall/Spring Renewals:** Please complete attached forms. A Club Roster form must be completed if your membership has changed. To maintain a club, you must have a minimum of 10 members.

Coordinate all club activities through the Student Life Office located in room 1425.

Club Meetings: Please be specific (i.e. 1<sup>st</sup>/3<sup>rd</sup> Tuesdays, 2<sup>nd</sup> Mondays, etc.).

Days: \_\_\_\_\_ Time: \_\_\_\_\_ Room: \_\_\_\_\_

## FOR OFFICE USE ONLY

Approved \_\_\_\_\_ (initials)

Denied \_\_\_\_\_ (initials)

### Required Attachments (check when turned in):

- Agreement to Follow Club Guidelines
- Club Rosters (needs 10 students + Advisor signature)  
Constitution is Attached  On File
- Club Promo paperwork turned in.



# CLUB APPLICATION/RENEWAL FORM

## OFFICE OF STUDENT LIFE

### Agreement to Follow Club Guidelines

1. Each club must have at least one Advisor who is a college employee.
2. All clubs must have a current club constitution.
3. Club officers are enrolled students at SCC.
4. **Each semester**, the following documents must be submitted to the Student Affairs Specialist of Student Life (room 1425) by the Associated Students Solano College (ASCC) established deadline as posted in the ASSC Newsletter, and approved before any club is considered an official or recognized club:
  - Club Application/Renewal Form, which lists officers and advisor(s).
  - Club Roster Form, with 10 members' names and student ID numbers and **signed** by the Club Advisor.
  - Current Club Constitution.
  - "Agreement to Follow Club Guidelines" signed by Club President.
5. Clubs are responsible for reading and following the provisions of the ICC Constitution copies of which are available from the Student Life Office.
6. Attendance at ICC Meetings: Each club must send a representative to Inter-Club Council (ICC) meetings, which are held the 1<sup>st</sup> and 3<sup>rd</sup> Thursdays of the month in room 142. Two meeting absences in a semester will cause the club to lose eligibility for ASSC funding the following semester, as well as a voting position with ICC

A club's voting representative must be a student currently enrolled at SCC. A delegate may not represent more than two clubs at the same meeting.

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## AGREEMENT

I, \_\_\_\_\_ (print name) the president or acting president for \_\_\_\_\_

\_\_\_\_\_ (print club name) hereby acknowledge that I have read and will ensure that our club will

adhere the above guidelines.

\_\_\_\_\_  
Signature of Authorized Club Representative

\_\_\_\_\_  
Date



# CLUB APPLICATION/RENEWAL FORM

**Associate Students of Solano Community College  
Inter-Club Council  
Club Roster**

This form must be completed and turned in with the Club Application/Renewal and other forms as noted in the "Agreement to Follow Club Guidelines."

\_\_\_\_\_  
**Print Club Name**

\_\_\_\_\_  
**Date**

**Please PRINT LEGIBLY**

<b>Member's Name (Printed)</b>	<b>Student Email Address</b>

\_\_\_\_\_  
**Print Advisor's Name**

\_\_\_\_\_  
**Advisor's Signature (Required)**

\_\_\_\_\_  
**Date**



# CLUB APPLICATION/RENEWAL FORM

<b>For SLO Office Use Only</b> Staff Initial _____ Date Received by Student Life Office: _____ <input type="checkbox"/> Scheduled on the Calendar <input type="checkbox"/> Posted on Online Calendar <input type="checkbox"/> Marked on Activity Log Master <input type="checkbox"/> Facilities Notified _____ <input type="checkbox"/> Cash Box Requested	<b>Club's Food Sale #</b> _____ (4 food sale events allowed per year) Health Dept. contacted and approved by Club rep? Yes <input type="checkbox"/> No <input type="checkbox"/> <input type="checkbox"/> Approval Attached	<input type="checkbox"/> <b>Approved</b> <input type="checkbox"/> <b>Denied</b> Date: _____ <hr/> Approval Signature
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## Request to Hold an Activity

1. This form is for use by SCC student clubs and organization **only**.
2. This form must be received by the Student Affairs Specialist, Student Life Office in room 1425 **at least 8 days before the scheduled event**. *No exceptions!*
3. **Food Sales: Environmental Health Department Approval MUST be attached to this request.**
4. Once the activity has been approved, **failure of the club or organization to fulfill their obligations in preparing for and/or coordinating the event will result in the activity being cancelled.**

Please PRINT the following information:

Student Club/Organization \_\_\_\_\_

*\*Type of Activity (One activity per sheet). Please give specific details about event so we can advertise. Attach additional sheet if needed.*

**Days of Week:** \_\_\_\_\_  
(Example: Wednesday & Thursday)

**Event Times:** \_\_\_\_\_  
(Example: 10:30 a.m. – 2:30 p.m.)

**Dates:** \_\_\_\_\_  
(Example: 5/5/20 – 5/6/20)

**What time will you set up?** \_\_\_\_\_  
(Example: 9:30 a.m. – 10:30 p.m.)

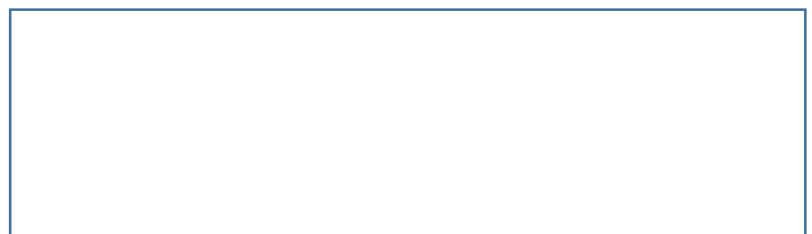
**Location Requested:** \_\_\_\_\_  
(Example: Lobby, Quad, etc.)

**Advisors who will be present at the activity:** \_\_\_\_\_  
(Name) (Extension)

**Advisor's email (required):** \_\_\_\_\_

List materials/supplies (cash box/tables/chairs, etc.). Complete a diagram of set up required for the event below. (If requesting a cash box, turn in a Request for Cash Box form for approval with this form.)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_



Attach a drawing if more space is needed.



# CLUB APPLICATION/RENEWAL FORM

## Request to Hold an Activity

**Please note:** *There can be NO decorations hanging from the ceiling or helium balloons in Building 1400.*

Student Chairperson for activity: \_\_\_\_\_

SID#: \_\_\_\_\_

\_\_\_\_\_  
Email Address (Please print CLEARLY!)

\_\_\_\_\_  
Phone

Other students actively involved in coordination this activity:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Name

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Name

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Name

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Name

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Name

\_\_\_\_\_  
Phone

### REQUIRED SIGNATURES

Student Chairperson: \_\_\_\_\_

Date: \_\_\_\_\_

Club President: \_\_\_\_\_

Date: \_\_\_\_\_

Club Advisor: \_\_\_\_\_

Date: \_\_\_\_\_



# CLUB APPLICATION/RENEWAL FORM

## Inter-Club Council Constitution (Example)

### Article I. Name

The name of this organization shall be the Inter-Club Council, here after referred to as the ICC.

### Article II. Purpose

The purpose of the ICC is to address issues concerning clubs affiliated with Solano Community College.

### Article III. Membership

Section 1: Membership of the ICC shall consist of all approved campus clubs.

- A. Approved campus clubs are those which have a ten (10) member list, officer roster, Constitution and advisor signature on file in the Student Life Office (Article 6, Section1).

Section 2: Each club has one voting position on the ICC.

- A. A voting delegate must be a student currently enrolled at SCC.
- B. A delegate may represent no more than two clubs at the same meeting
- C. Yet during voting, the representative can only vote once. If a club misses more than two regular meetings in a semester, they lose their voting position.

### Article IV. Executive Board

Section 1: The Executive Officers shall consist of the Chair, Vice-Chair, and Secretary.

Section 2: The Student Affairs Specialist-Student Life Office will act as advisor to the ICC

Section 3: The ASSC Vice President shall be the ICC Chair.

Section 4: Vice-Chair and Secretary shall be elected by a 50% plus one-vote of the ICC voting representatives.

Section 5: Persons eligible for Vice-Chair and Secretary positions are students currently enrolled at SCC in a minimum of 6.0 units with a minimum of 2.0 GPA, in good academic standing, and a member of an official ICC recognized club.

Section 6: No one club shall hold more than one Executive position.

### Article V. Meetings

Section 1: The meetings shall be run according to the rules of Parliamentary Procedure.

Section 2: The ICC will meet a least twice a month.

Section 3: ICC meeting times and days will be set by the ICC Chair and approved by the ICC voting representatives with a simple majority of vote.

Section 4: Special meeting shall be posted, or placed in club mailboxes at least two days prior to the meeting(s).

Section 5: One half, plus one of the ICC voting representative shall constitute a quorum at any ICC meeting(s).

Section 6: The Executive Board shall meet at least one a week to set the agenda and go over other ICC issues. These meetings are open meetings unless otherwise requested by the Executive Board.

### Article VI. Club Requirements

Section 1: All clubs must submit to the Student Life Office: A Constitution, officer roster, number list, advisor, renewal form and/or any other information deemed necessary to be the ICC Chair.

Section 2: If any changes in documents from Article 1, section 1, submit the changes to the Office of Student Life.

Section 3: All clubs must have at least one staff or faculty member for an advisor.

Section 4: Club membership requirements shall not discriminate based on race, creed, gender, national origin, ethnicity, disability, religion or sexual orientation.

### Article VII. Seed Money/Club Funding

Section 1: Clubs may receive ICC seed monies not exceeding the amount of money donated by the ASSC divided by the number of clubs eligible for seed money.