



CLUB APPLICATION/RENEWAL FORM 2023-2024

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. _____

Advisor Signature: _____ **Date:** _____

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. 1st/3rd Tuesdays, 2nd 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.



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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 school year**, the following documents must be submitted to the Student Life Office (room 1425) by the Associated Students Solano College (ASSC) established deadline as posted in the ICC Calendar, ASSC Conference Room and Office of Student Life. All Renewals must be 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 1st and 3rd 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.

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

