

# CLUB APPLICATION/RENEWAL FORM 2024-2025

**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

**2024-2025 RULE: ALL CLUBS MUST RENEW EACH SEMESTER, ie Fall 2024 and Spring 2025.** Please complete all pages. Approval of Spring Renewal will be determined by Director of Student Development. To maintain a club, you must have a minimum of 10 members and complied with ICC attendance/absence rules.

Coordinate all club activities through the Student Development Office 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: \_\_\_\_\_

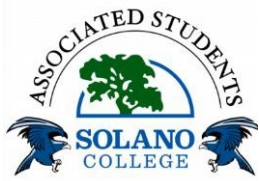
**FOR OFFICE USE ONLY**

**Approved** \_\_\_\_\_

**Denied** \_\_\_\_\_

**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 2024-2025

## OFFICE OF STUDENT DEVELOPMENT & ENGAGEMENT

### 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 club constitution.
3. Club officers are enrolled students at SCC
4. Each Fall and Spring Semester, the following documents must be submitted to the Student Development Office (room 1425) by the Associated Students Solano College (ASCC) established deadline as posted in the ICC Calendar, ASSC Conference Room and Office of Student Development. 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 Development 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> Wednesdays of the month in room 1421 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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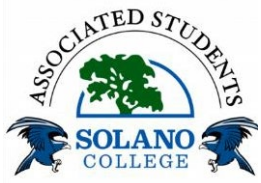
### AGREEMENT

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 2024-2025

## Associated 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**

Member's Name (Printed) AND Student ID #	Student Email Address

\_\_\_\_\_

**Print Advisor's Name**

\_\_\_\_\_

**Advisor Signature**

\_\_\_\_\_

**Print Club Representative Name**

\_\_\_\_\_

**Club Representative Signature**

**Print Alternate Club Representative Name**

**Alternate Club Representative Signature**