



STARTING AND CHARTERING A CAMPUS CLUB OR STUDENT ORGANIZATION

The Following procedure should be followed in order to charter a new ASVC Club or Organization.

Attached are the necessary forms.

1. Complete this Club Packet received from the Student Activities Office.
2. Find a Ventura College faculty or staff member to become the Club Advisor. The advisor gives direction and guidance to the group and needs to approve club purchases and requests for college equipment or facilities. They are also required to be at any major meetings such as election of officers and club orientations.
3. To become a club a minimum of five (5) students are needed that currently have paid their Student Activity Fee.
4. Clubs are also required to develop a Constitution and set of By-laws. Please use the recommended guide which is attached on this packet to create these.
5. Complete the Club Officer Form. Be certain to include
 - a. The name and extension number of your Club Advisor
 - b. A list of Club officers' names and phone numbers
 - c. The names of at least five (5) students that have a currently paid their Student Activity Fee.
6. Advisor must sign the designated forms and review and make recommendations to the Clubs purposed Constitution & By-Laws.
7. Ventura College Clubs are required to have a representative on the ASVC Inter-Club Council. Those meetings are set by ASVC.
8. **Trust & Agency Authorization Form:** Only needed from new clubs to open Trust and Agency Account (A.K.A. Club Account).
9. **4. Trust & Agency Account Renewal Form:** Only needed from existing clubs with a Trust and Agency Account (A.K.A. Club Account).
10. Return all completed forms to the Student Activities Office.
11. Clubs must comply with all college policies and provisions in the education code governing clubs and campus organization. Failure to comply with any of the provisions may result in the club losing their charter and club status.

If you need any assistance please call the Student Activities Office at (805) 289-6487.

Thank You



Name of Club/Organization: _____

Semester/Year: _____

| | |
|-------------------------|---------------------|
| _____ | _____ |
| Club Advisor #1 | Club Advisor #2 |
| _____ | _____ |
| Club President | Club Vice-President |
| _____ | _____ |
| Club Secretary | Club Treasurer |
| _____ | _____ |
| Club ICC Representative | Club Email |
| _____ | _____ |
| Meeting Place | Meeting Day & Time |

Club Members that have currently paid the Student Activity Fee:

| | Name of Member (Please Print) | Phone # | Student ID # | Signature |
|---|-------------------------------|---------|--------------|-----------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |

*** PLEASE ATTACH COMPLETE CLUB ROSTER ON A SEPARATE PIECE OF PAPER ***

CLUB ADVISOR REGISTRATION FORM

All Ventura College Club/Organizations are required to have a Ventura College faculty or staff member as their Club Advisor. Your signature below indicates that you will attend meetings and functions of the club and see that all of its activities are in compliance with the policies and procedures of Ventura College and the Ventura County Community College District.

Advisor #1: Signature: _____

Name (Please Print): _____ Date: _____

Phone Number: _____ Email Address: _____

Office Hours: Mon _____ Tues _____ Wed _____ Thurs _____ Fri _____

Advisor #2: Signature: _____

Name (Please Print): _____ Date: _____

Phone Number: _____ Email Address: _____

Office Hours: Mon _____ Tues _____ Wed _____ Thurs _____ Fri _____

Advisor #3: Signature: _____

Name (Please Print): _____ Date: _____

Phone Number: _____ Email Address: _____

Office Hours: Mon _____ Tues _____ Wed _____ Thurs _____ Fri _____



ASVC Inter-Club Council Representative

NAME OF CLUB _____ DATE _____

I _____
(Students Name) ID#

Desire to be certified as the (please check one)

- ASVC Inner Club Council Representative (REQUIRED)
- ASVC Inner Club Council Alternate

For the above named Club. I hereby grant permission to release the information listed below to verify my eligibility to seek this position.

Signature Date

_____ **PLEASE DO NOT WRITE BELOW THIS LINE** _____

- Currently paid Student Activity Fee

Records Verification:

Enrolled in _____Units (Current Semester a Minimum of _____Units.)

Cumulative GPA _____(Must have a Maintain a 2.0 GPA).

Progress or disciplinary Probation YES NO

Signature Date

=====

This certifies that the above student has been approved as the ASVC Inter- Club Council Representative or Alternate for _____ Club. They have been informed of their obligation to speak for this club and the rules regarding attendance at INTER-CLUB COUNCIL meetings.

Signature Date