



## Club Recognition Packet Coversheet

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

Received by: \_\_\_\_\_

Date and Time: \_\_\_\_\_

1. \_\_\_\_ Application page thoroughly filled out and completed by students
2. \_\_\_\_ Advisor page completed and signed by Club Advisor
3. \_\_\_\_ Club Officers' Signature Specimen Sheet completed and signed
4. \_\_\_\_ Club Membership Roster with at least 6 signatures and Student ID#'s
5. \_\_\_\_ Club Constitution and By-Laws (new clubs only)
6. \_\_\_\_ Meeting Place Details \_\_\_\_\_

\_\_\_\_ Packet Complete

\_\_\_\_ Packet Incomplete

Upon Club Packet submission, please staple this cover sheet, check off all areas that apply and submit it to the Student Affairs Office for processing (drop the hard copy or send it as an attachment via e-mail to [marodrig@sdccd.edu](mailto:marodrig@sdccd.edu)). An e-mail will be sent to the club president and advisor as to their status in the application process, e.g., In Approval Status Incomplete, Sent Back for Completion, or Denied.



## PROCEDURES FOR THE REGISTRATION/CERTIFICATION OF STUDENT CLUBS & ORGANIZATIONS

San Diego City College recognizes the need, importance, and benefits of student involvement in campus clubs and organizations. Students are encouraged to participate in student organizations that promote their interests and contribute to their personal, social, and leadership development.

The following outlines the procedures for implementing a new club or organization, together with the procedures for re-certification of a club or organization. The benefits of becoming a recognized club include holding meetings and other functions on campus free of cost, use of designated bulletin boards for publicity, and ability to recruit members on campus.

### PROCEDURES:

To initiate and obtain certification for a new student club or organization on campus, the following procedures must be satisfied:

**MEMBERSHIP LIST:** All clubs and organizations must submit a list of all officers and members, including names, student ID number, phone number and office or position, to the Dean of Student Affairs. **The list must be updated as changes occur.**

**CONSTITUTION & BY-LAWS:** Each student club or organization must have a constitution and by-laws. If you need assistance in drafting a constitution, please come to the Student Affairs Office or send an email to marodrig@sdccd.edu.

**ADVISOR:** It is required that every student club or organization has either a full-time (not part-time) faculty Advisor, classified professional or member of the Supervisory & Professional Administrator Association (SPAA). Advisors must attend all official activities on and/or off campus.

**BOARD POLICY/ADMINISTRATIVE PROCEDURE 5400 ([BP/AP 5400](#)):** It is essential to review BP/AP 5400 with advisor and club membership to gain a greater understanding of the District Policies and Procedures for Student Organizations.

**STATEMENT OF NONDISCRIMINATION:** The Advisor(s) and each officer must acknowledge the Statement of Nondiscrimination from BP/AP 5400.

**REGULATIONS FOR FUND RAISING AND EXPENDITURE OF STUDENT CLUB FUNDS:** The Advisor(s) and officers of the club or organization must read and follow the Fund-Raising Accountability of the BP/AP 5400.

### RE-CERTIFICATION OF STUDENT CLUBS AND ORGANIZATIONS:

Student clubs and organizations recognized in previous years are required to **register annually** during the Fall and Spring semesters no later than **the last business** day in September and February respectively. All criteria listed above, except a new constitution, unless changes have been made, must be updated and submitted to the Dean of Student Affairs before recognition is granted to any club or organization.

**Note: Registration is valid for one academic year (first day of Fall semester through the final day of the Spring Semester). Student organizations must register/certify annually with the Dean of Student Affairs. However, any changes in club leadership/members and/or advisor must be reported to the Student Affairs Office immediately to update club status.**



**San Diego City College  
Office of Student Affairs  
CLUB RECOGNITION PACKET**

**Overview:**

San Diego City College has a rich tradition of promoting student involvement in student clubs. Student club involvement offers many benefits to students including leadership, time management and team building skills. Complete the following process to register your new or continuing club on campus. As a recognized student club, you may use district facilities on a space availability basis consistent with district rules and regulations.

**Types of Clubs:**

There are two types of clubs on campus, A. S. Chartered Clubs and Registered Student Clubs. A.S. Chartered Clubs are eligible for A.S. funding and require 10 current City College A.S. cardholders as members. Registered Student Clubs must have a minimum of six currently enrolled students listed on its club roster. Registered student clubs must demonstrate an intention to become a chartered club when requesting A.S. funding.

**Duration of Recognition:**

All student clubs/organizations **must register annually**. Registration is valid for one academic year (from packet approval date in Fall). Clubs who register in the Spring are valid until the end of the Spring semester.

**Steps to become a recognized club:**

1. Pick up a Club Recognition Packet from the Office of Student Affairs or print it from our website. **Applications are due by 3:00 P.M. on the last business day of September during the fall semester or the last business day of February during the spring semester** in the Office of Student Affairs. You should also print your own copy of *BP/AP 5400, Procedures and Operating Guidelines for Student Clubs/Organizations*, available on the [ICC website](#).
2. Organizations must have an advisor who is a **full-time** San Diego City College faculty, classified professional or member of the Supervisory & Professional Administrators Association (SPAA); and may serve as advisor to more than one organization at a time **if approved in writing by the Vice President, Student Services**.
3. **Student Officers and Advisors:** Must view the [Club Orientation online](#). For your convenience, the orientation can be accessed at the ICC webpage. Should you have any questions after reviewing, please contact (619) 388-3412 to coordinate a meeting. **Online Orientation viewing is MANDATORY for all clubs to be Registered or Chartered on campus.**

4. Submit a completed Club Recognition packet which will include:
  - a. Approved Advisor Application, Club/Organization Recognition Application, and Club Roster (Club Packet).
  - b. A copy of club's Constitution and/or By Laws attached. The Constitution must include a statement of purpose; membership requirements; and national, state, off-campus affiliation, if any; and by-laws containing specifications for withdrawal or expenditure of funds. (A sample copy is available in the Office of Student Affairs if you need assistance.)
5. Once your Club Recognition packet is submitted, it will be reviewed and processed for authorization. The Office of Student Affairs will contact you regarding the status of your club; Approved, incomplete, need more information or denied.
6. When approved, your club will be recognized for the entire academic year. However, if there are any changes to the advisor or executive club roster an updated Approved Advisor Recognition Form or Organization Roster Form and a Club Officers' Signature Specimen Sheet should be submitted for our records and approval.

### **Important Notes:**

Student clubs/organizations, which restrict membership, based on race, ethnic background, gender, age, religion, sexual preference, disability, or natural origin, shall not be approved for registration. (BP/AP 5400)

The District does not act as a legal agent for registered clubs/organizations and expressly disclaims any responsibility for any acts or obligations, contractual or otherwise. (BP/AP 5400).

### **Board Policy/Administrative Procedure 5400**

- 1.7 In the event an advisor cannot continue in their role, the activities of the club/organization shall be suspended until a replacement is identified and approved.

### **Sanctions**

Clubs and organizations, as well as individual members, may be subject to sanctions for failure to comply with district, local, state and federal laws. Student clubs should carefully review BP 5500 (the Student Code of Conduct), as well as BP/AP 5400 (Procedures and Operating Guidelines for Student Clubs and Organizations). Such sanctions may include, but are not limited to suspending a club, and/or imposing disciplinary action against specific members of the club.

# CLUB OFFICERS' SIGNATURE SPECIMEN SHEET

## ESTABLISH, CHANGE OR CLOSE A STUDENT CLUB CUSTODIAL ACCOUNT

**INSTRUCTIONS:**

Please have the appropriate people (Student Club Executives and Advisor) print and sign their names.

Staff: Submit this completed form to the San Diego City College Accounting Office who maintains the financial records of the clubs.

**\*\*\*IMPORTANT\*\*\***

Should any of the club officers or club advisor change during the school year OR upon transferring and/or graduating and/or exit of club advisor, be advised that it is the club's responsibility to update the club packet in Student Affairs or by emailing this form to marodrig@sdccd.edu. All necessary wet signatures are required.

\_\_\_\_\_  
NAME OF CLUB

\_\_\_\_\_  
SCHOOL YEAR

**PRESIDENT:**

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
SIGNATURE

**VICE PRESIDENT:**

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
SIGNATURE

**SECRETARY:**

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
SIGNATURE

**TREASURER:**

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
SIGNATURE

**ADVISOR:**

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
SIGNATURE

The persons referenced above are authorized to conduct club business with the Accounting Office at City College

Approved by:

\_\_\_\_\_  
Dean of Student Affairs

# CITY COLLEGE CLUB / ORGANIZATION ROSTER FORM

**CHECK APPROPRIATE SECTION:**

Application for:

- New Club
- Re-register or Re-charter Existing Club
- Reactivate Previously Chartered Club

Club Name: \_\_\_\_\_ Account No. \_\_\_\_\_

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

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

E-mail: \_\_\_\_\_ E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

**Club Type:**

**A.S. Chartered Club / Organization**

Must have a minimum of 10 current A.S. cardholders listed on its official "Club Roster" (attached).  
A.S. Chartered Club must register once a year in the Fall and update membership info in Spring semester.  
Chartered Clubs are eligible for A.S. funding provided there is club representation at 3 consecutive ICC meetings.

**Registered Student Club / Organization**

Must have a minimum of 6 currently enrolled students listed on its official "Club Roster" (attached).  
Registered Clubs must register once a year in the Fall semester and update membership info in Spring semester.  
Registered Clubs may be eligible to request A.S. funding upon becoming a chartered club.

Acknowledgement of Principal Officers (Principal Officers are defined by the club/organization or authorized representatives of the club/organization.)

Pursuant to Board Policy 5400, we, the below mentioned principal officers, hereby acknowledge that the rules and policies of San Diego Community College District and San Diego City College have been read, understood and upheld.

**PRINT NAME & POSITION:**

**SIGNATURE:**

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

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**FOR OFFICE USE ONLY:**

**SIGNATURES:**

**APPROVED**

**DENIED**

**DATE**

Student Affairs Staff: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dean of Student Affairs \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Constitution / Bylaws: \_\_\_\_\_ On File \_\_\_ Attached

Approved Advisor Form: \_\_\_\_\_ On File \_\_\_ Attached

Revised 07/25



# San Diego City College

## APPROVED ADVISOR RECOGNITION FORM

I, \_\_\_\_\_, consent to function as Advisor for \_\_\_\_\_ (name of club). As Advisor to this club, I will become knowledgeable of relevant rules and regulations of the San Diego Community College District and City College.

### Roles and Responsibilities:

An Advisor position is both a rewarding and challenging role. An Advisor, who motivates and provides solid advisement to student organization leaders, assists them in their personal growth and development. Clubs and Organizations are active contributors to life on campus, and the Advisor's role is to contribute their time to promote this effort. To that end, the Office of Student Affairs encourages you to carefully consider the following roles and responsibilities in agreeing to serve as an Advisor.

### As Approved Advisor, I will:

- 1) To view the [Mandatory Orientation](#) online which may be access at the [ICC website](#); viewing the Orientation online is necessary in order for a club to be recognized as a registered club on campus.
- 2) Help students develop critical life skills and promote student development, as well as civic responsibility.
- 3) Provide leadership and supervise all activities of the club or organization. I am responsible for the implementation of all policies and procedures prescribed by the governing board.
- 4) Attend all meetings and official activities of the club/organization. It is required that the club or organization advisor, or a substitute acceptable to the administration, attend each meeting and official activity of the club or organization.
- 5) Provide leadership to the organization and implement policies and procedures for approval of funds requisitions and purchase requests (Business Services and Student Accounting are available to assist).
- 6) Serve as a role model, facilitator and a resource to promote the correct use of college procedures, policies and business processes. I will promote good planning, organization and interpersonal relationships.
- 7) Be responsible for proper care of college facilities and ensure that all rules and regulations are adhered to in connection with use of facilities.
- 8) Travel to and from all events outside of San Diego County with the students. All off-campus travel must be in accordance with the [Student Travel Guidelines](#).
- 9) Be responsible for all club or organization expenditures. I will ensure that the purchase is appropriate and that the appropriate receipts and documentation are submitted to the Student Affairs Office. Receipts are required for audits. I will assist the Club Treasurer in monitoring club or organization expenditures.
- 10) Carefully review the Procedures and Operating Guidelines for Student Clubs/Organizations, BP/AP5400.

I will uphold and accept all the responsibilities as outlined above and consent to be the Approved Advisor for the above-named Club/Organization. I also understand that in the event an advisor cannot continue in their role, the activities of the club or organization shall be suspended until a replacement is identified and approved. I also recognize that BP/AP 5400 addresses club sanctions, in the event that a club does not adhere to policies and procedures of the college and district at all times. I realize that in accordance with BP/AP 5400, I will be recommended by the Dean of Student Affairs, the Vice President of Student Services and selected by the President of the City College.

<b>Advisor Signature</b>		<b>Date</b>
	<b>Student Affairs Coordinator</b>	<b>Date</b>
<b>Recommended</b>		<b>Date</b>
	Yes      No	
<b>Recommended</b>		<b>Date</b>
	Yes      No	
<b>Approved</b>	<b>President of City College</b>	<b>Date</b>
<b>Not Approved</b>		



