

# CLUB INFORMATION – FALL 2016

Student Life Office, Mt. San Antonio College

This form must be complete and all requirements must be met in order for the club to become or remain active.

## **OFFICERS MUST:**

- 1) Be currently enrolled in five Mt. SAC graded, paid, credit units during the time of office;
- 2) Have paid the current Student Activities fee and;
- 3) Have a Mt. SAC cumulative 2.5 GPA (per Associated Students Constitution; Article V, Section 1).
- 4) Maintain a minimum 2.0 semester GPA. No Mt. SAC student may serve as a club officer for more than four semesters.

## **INSTRUCTIONS & SUPPORTING DOCUMENTS:**

- 1.) Print legibly.
- 2.) Attach copies of current student schedules/receipts, which show that officers have paid the current Student Activities fee (#11 in the student portal).
- 3.) Submit copies of current Mt. SAC academic transcripts (#18 in the student portal).

**Attention Advisors:** Please return ALL documents in a **sealed envelope** (receipts & transcripts) along with this completed form to the Student Life Office (9C), you may have a student deliver the **sealed envelope** by **Monday, September 19, 2016 at 5:00 p.m.**

Questions:

### **New Clubs**

Barbara Carrillo  
Student Services Program Specialist  
Bcarrillo21@mtsac.edu  
9C-Student Life Office

### **Re-Recognition of Existing Clubs**

Giovanni Rodriguez  
Student Center Specialist  
Grodriguez193@mtsac.edu  
9C-Student Life Center

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**CLUB NAME:** \_\_\_\_\_

### CLUB CONTACT INFORMATION

Students that would like to learn more about your club should have a reliable point of contact. Please provide us with the best email to provide to prospective club members and students-at-large.

Note: we will be posting this information on the Associated Students club webpage.

Name- Owner of email	Title within club (i.e. advisor, treasurer. Etc.)	Email Address

### SOCIAL NETWORKING & WEBSITE INFORMATION

In accordance with Administrative Procedure 3720- Use of Technology and Information Resources, all clubs must report the web addresses and names of all websites and social networking pages/groups to Student Life. An advisor **MUST BE AN ADMINISTRATOR** on each account.

Examples: Club Website, facebook.com, Twitter.com, Instagram, etc.

NETWORK NAME	User, group or page name	Direct web address to site, page or group
eg. Facebook.com	Mt. SAC Inter-Club Council	<a href="http://www.facebook.com/groups/142985109133841/">http://www.facebook.com/groups/142985109133841/</a>

**CLUB NAME:** \_\_\_\_\_

**Student Officers Acknowledgement:** *By signing below, I hereby authorize the Student Life Office and Club Advisor(s) to check my eligibility as a club officer.*

Club Position	Student Printed Name	Student Signature	Student I.D. #	Phone number (first line) E-mail address (second line)	Club Advisor Use Only	
					GPA	Initials
President			A			
Vice-President			A			
Secretary			A			
Treasurer			A			
*ICC Representative			A			

**Important dates of attendance:** Please visit the club website for important dates <http://mtsac.edu/clubs/icc.html>

**ICC Representatives**

\*The ICC Rep. must be available to attend ICC meetings. Meetings are held on the following Mondays from 2:30 – 3:30 p.m. in Building 9C Stage:

**Sept. 19<sup>th</sup>, Oct. 3<sup>rd</sup>, Oct. 17<sup>th</sup>, Nov. 7<sup>th</sup>, Nov. 21<sup>st</sup>, & Dec. 5<sup>th</sup>, 2016.**

**Advisor Update:** Monday, Sept. 12 - Thursday, Sept. 22, 2016. 9C Stage 3 p.m.

**Join-A-Club:** Tuesday, Sept. 20 - Thursday, Sept. 22, 2016. Kerr's Corner 9-1p.m.

**CLUB NAME:** \_\_\_\_\_

## Club Advisor(s) Agreement

I, the undersigned, will serve as Advisor to the above named club for the current semester. As advisor, I agree to the following:

1. To be present at all club meetings and activities, both on campus and off.
2. To provide advice, guidance, and support to the club members.
3. To advise students and uphold policies and regulations set forth by the District, Student Life Office, Associated Students, and the Inter-Club Council as they pertain to student clubs.
4. To ensure that all funds of the club are properly collected, deposited, and accounted for through the Fiscal Services Office. **No off-campus accounts are permitted.**

By signing below, I agree to commit to working with all club members:

Advisor(s) Printed Name	Advisor(s) Signature	Advisor Email Address	Phone Extension	Faculty, Classified, or Manager	Full-Time or Part-Time
				F C M	F/T P/T
				F C M	F/T P/T
				F C M	F/T P/T
				F C M	F/T P/T

The Student Life Office is here to support all campus clubs, their members, and advisors. Please contact us if you have any questions or need assistance of any type.

We can be reached at ext. 4525, or at (909) 274-4525 from off-campus.

*Thank you for your commitment to students in the co-curricular arena  
YOU MAKE THE DIFFERENCE.*