

# ASCBC Club Application 2017-18

Please fill out this application completely.

If not, it will be returned to the listed club advisor via inter-office mail and the club may miss important deadlines that can result in limited access to club funds for the entire quarter.

Application Deadlines:

October 18, 2017 (fall quarter)

January 22, 2018 (final deadline for the 2017-18 academic year)

## How to Start a Club:

1. Find nine, currently registered CBC students to sign up to be part of your club.
2. Find a club advisor; must be a CBC staff or faculty member (student workers and hourly employees, not eligible).
3. Have initial planning meeting(s)\*
4. Fill out the club application as a club.

**\* It is highly recommended that each club have at least one planning meeting before filling out this application.** Clubs that talk through their officer responsibilities, regular meeting schedules, structure, goals, and purpose prior to chartering have a much higher rate of long term success. If you need assistance identifying a meeting space for an initial planning meeting, please contact Lynda Frye, [lfrye@columbiabasin.edu](mailto:lfrye@columbiabasin.edu) or 509-544-4934.

## Club Structure

Clubs are required to maintain the purpose and operational structure outlined in this application. If the club moves too far from its original proposed structure or purpose, club funding or event approval may be denied or delayed.

## Name of Club \_\_\_\_\_

*(This will be the official name of the club for the whole academic year. Once this application is submitted, the club name cannot change.)*

## Club's Purpose

The purpose your club lists will determine how your club will be allowed to spend its funding. It will also be used on the College's website to describe the club for perspective members. Please be thoughtful in your answer. For example...If your purpose is "to promote academic success in chemistry by coordinating chemistry study groups, providing tutoring sessions to struggling students, and coordinating entertainment events to promote that science is fun," these will be the items or areas in which you can spend your club funds. This may also determine whether a new student wants to join your club.

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**What events, service projects, fundraisers, or travel do you anticipate doing this year?**

Don't worry. We are not holding you to these. We are just looking for your initial brainstorm.

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**Who is your Club President?**

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

SID: \_\_\_\_\_

Email Address: \_\_\_\_\_

PhoneNumber: \_\_\_\_\_

**Who is your Club Advisor(s)?**

Only one advisor is required, but clubs can have up to two.

Advisor 1 Name: \_\_\_\_\_

CBC Phone Number & Mailstop \_\_\_\_\_

CBC Email Address: \_\_\_\_\_

Cell Phone Number (if applicable & willing): \_\_\_\_\_

Advisor 2 Name: \_\_\_\_\_

CBC Phone Number & Mailstop \_\_\_\_\_

CBC Email Address: \_\_\_\_\_

Cell Phone Number (if applicable & willing): \_\_\_\_\_

**Reserving Club Meeting Space & Meeting Requirements**

A *25Live reservation must be* filled out for your regular club meetings. This can only be done by your club advisor. Clubs must meet at least twice a month starting in November (if chartering in fall quarter) or February (if chartering in winter quarter). In months with extended breaks (December, March, and June), the club can reduce their meetings to once per month if needed.

Minutes and attendance must be taken at all club meetings.

Your club advisor will need to fill out the 25live reservation for your meeting space. It can be found at <https://25live.collegenet.com/columbiabasin>. It does require Sign-In using a CBC username and password. A 25Live reservation should be filled out prior to submitting this application for your regular club meetings.

Please give the date the 25live reservation was submitted for your meetings: \_\_\_\_\_(mm/dd/yy)

## Club Officers

### President, Recording Officer, and Treasurer

Certain officer positions (President, Recording Officer, & Treasurer) – or their equivalent -- are required by ASCBC. The club president's contact information must be included on this application. Traditionally, the club president is elected by the club members during the previous academic year or during the initial planning meeting prior to this application being submitted.

The recording officer is responsible for taking club minutes and attendance at every meeting and providing them to the ASCBC Office, the club members, and the club advisor. The treasurer works closely with the ASCBC Office and their club advisor to keep a running record of expenses and income on behalf of the club. The recording officer and the treasurer can be appointed or elected by the club membership.

### Club Council Representatives

Two student members will serve as the club council representatives. These two representatives will work as a partnership to ensure club council meetings are attended and information is collected & dispersed to the club. These club council representatives can play a dual role in the club – such as President, Recording Officer, or Treasurer. It is required that one of these representatives attends monthly Club Council meetings, preferably both representatives. If the club does not have at least one of these two representatives in attendance, the club's funds will be frozen until the next meeting where attendance can be re-established. The club will also forfeit any club vote on items in which they missed informative content.

Responsibilities of Club Council Representatives:

- Attend all club council meetings & mandatory trainings as set forth by ASCBC
- Will work in partnership with the other club council representative in their club to make sure meetings are covered and all content is flowing back to the club.
- Vote on behalf of the club when necessary, working as a partnership to cast one consistent vote.

**Because the club is still forming, we are not asking you to name all of your officers on this application. You will submit an eform by November 1 with this information. Your club president and advisor will receive more correspondence about this requirement.**

## Club Council Meetings

There will be an initial club council meeting on Monday, October 23. Your club president or advisor can represent the club at this first meeting (if the club has not selected club council representatives yet). There are two time choices for the meeting on October 23, 12:45 or 3:45 p.m. These meetings are held in the HUB Congress Room.

If you are chartering in winter quarter, please contact Michael Botu, [mbotu@columbiabasin.edu](mailto:mbotu@columbiabasin.edu) to inquire about the date and time of your initial club council meeting in January.

## Club Member List

At least nine (9) currently registered student names are required for club charter. However, if your club roster exceeds nine members, please submit a complete roster with all members listed. ASCBC needs only the club member's name and SID. **However, the club should keep a separate list with name, SID, and contact information for their records.** Please do not use this list to solicit membership. You will need their contact information to stay in touch with your members.

Please make sure names (first and last name – no nicknames) and SID numbers are recorded below.

Student Name	SID

*Please attach an additional list of club members if needed.*

### **Club Training**

The Club President, Club Council Representatives, and Advisor(s) will have required training by ASCBC. This training will be discussed at the initial club council meeting and correspondence will go out via email.

### **ADA Accommodations**

ASCBC is committed to accessibility. If there is a student in your club who needs special accommodations during club meetings, club council meetings, at events, or for training. Please have that student request accommodations from the CBC Resource Center. The Resource Center and the Club Advisor will work together to appropriately accommodate the student's needs.

### **CBC Staff Club Advisor Agreement**

Advisors should review this agreement and email Michael Botu ([mbotu@columbiabasin.edu](mailto:mbotu@columbiabasin.edu)) with any questions.

As the staff club advisor, I understand that I am expected to:

1. Understand the nature, objectives, and purpose of the club.
2. Attend club business meetings/activities and ensure minutes are taken at those meetings.
3. Foster teamwork within the club and help students develop leadership skills.
4. Work with the CBC Resource Center if a club member needs special accommodations in order to participate in the club or its activities.
5. Be knowledgeable about and adhere to CBC & ASCBC policies, forms, procedures, travel requirements, and purchasing processes.
6. Work with the club officers to ensure accurate recordkeeping and bookkeeping, including signing off on all club business/events/activities through e-forms.
7. Support student club members as they actively recruit new club members.
8. Accompany members on all club-related outings, practices, events, and activities. (If unable to attend, designate a substitute CBC staff member to act as the club advisor and representative of CBC.)
9. Be aware of safety issues and take steps to minimize the chance of injury. This includes getting a food worker card if the club wants to serve food items that are temperature controlled or not individually pre-packaged.
10. Support and enforce responsible student behavior. In relationship to club events and travel, this includes but is not limited to:
  - zero consumption of alcohol and non-prescription drugs (by students, staff, or volunteers) while traveling with club members or at club sponsored events
  - rowdiness that damages property or causes discomfort to others
  - theft of property (hotel towels, bath robes, batteries, etc.).
11. Refrain from intimate or romantic involvement with students.
12. Promote a club environment that is free of harassment and discrimination.
13. Respond to all club emails, phone calls, and/or correspondence in a timely manner.
14. Recognize all club spending, solicitation of donations, and travel must be approved by ASCBC. This includes local travel within the Tri-Cities.

### **Club Application Agreements**

#### **Club President Review and Signature**

I have completed this application with the help of the other club members. I have reviewed this application with the CBC club advisor(s). I agree to uphold the purpose of my club and follow the counsel/rules set forth by the ASCBC office, my club advisor, and Columbia Basin College.

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*Student Signature & Date*

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*Printed name & SID*

**CBC Staff Advisor(s) Review and Signature**

I agree to serve as an advisor, assist club leaders in achieving agreed-upon objectives of the club, and adhere to all federal, state, institutional, and ASCBC regulations regarding this club.

I have reviewed this application. I understand what I have read and can support the purpose of the club. I also understand and will adhere to the CBC Staff Club Advisor Agreement (included in this application).

\_\_\_\_\_  
*Club Advisor(s) Signature & Date* *Printed Name*

\_\_\_\_\_  
*Club Advisor(s) Signature & Date* *Printed Name*

**Dean or Supervisor(s) Review and Signature**

I have reviewed this club application and discussed these responsibilities with this CBC staff/faculty member (who will serve as the club advisor). I approve the club advisor status of the above CBC employee, and I support his/her involvement in supervising this club.

\_\_\_\_\_  
*Dean/Supervisor(s) Signature & Date* *Printed Name(s)*

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*Dean/Supervisor(s) Signature & Date* *Printed Name(s)*

**Application Processing and Completion**

Once your application is submitted, please allow at least five business days to process it. If there is anything missing from your application, it will be returned to your club advisor via inter-office mail with further instructions.

Once your application is approved, your club president and advisor will receive an approval email. This email will include additional instructions or reminders.

Please contact Michael Botu, [mbotu@columbiabasin.edu](mailto:mbotu@columbiabasin.edu), with questions about this application or its processing.

**Application Process (For ASCBC Use Only)**

- Student count approved by SA Asst. (initial\_\_\_\_; date\_\_\_\_\_)
- App approved by Specialist (initial\_\_\_\_; date\_\_\_\_\_)
- Emailed advisor & president when approved (initial\_\_\_\_; date\_\_\_\_\_)

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