

**NOTES:** 

# **ASCBC Club Application** 2012-2013

## Before submitting, please make sure that the application is filled out 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 19, 2012 (tall q January 18, 2013 (final deadline for				
Application Checklist:					
	Club Purpose Club Member Contact Member List Facility Use Form (submitted online to Kyle Vierck)	Club Advisor Agreement Application Agreements: Student Representative, Advisor(s), Dean or Supervisor(s)			
	How to Start	Club:			
	<ul> <li>Find nine, currently registered CBC students to sign up to be part of your club.</li> <li>Find a club advisor; must be a CBC staff or faculty member.</li> <li>Fill out the club application <u>completely.</u></li> <li>Have your club advisor trained by the Assistant Director of Student Success &amp; Engagement.</li> </ul>				
	Club Commit	ments:			
	1) From the club membership, elect a club council represe on behalf of the club. ASCBC will be in contact with this representative will watch meetings in order to educate themselves about the issue given time in each club meeting to report on club council k or she should vote. Please provide contact information on t 2) A simple majority of your club members will need to con 3) Record and keep club minutes at each meeting 4) Please be aware that each club will have a student lead liaison will occasionally attend your club meetings on behal club members in meeting their club goals and to assist in ke 5) Turn in all required paperwork quarterly by the dates s announced via email to your club advisor and club council of 6) Adhere to all CBC and ASCBC processes/policies as discontinuous club forms are located at <a href="https://www.columbiabasin.edu/club">www.columbiabasin.edu/club</a>	resentative about legislative or student government online modules via Angel and occasionally attendor decision at hand. The representative should be ousiness and receive input from the club on how he he next page. In plete online training. See the next page for details der assigned to them as their club liaison. The club of the ASCBC office. Their purpose is to assist the peping the club active & healthy. The test forth by ASCBC. The quarterly deadlines will be representative. Students application, and the online club forms.			
_	If you have any questions, please email Kyle Vierck, kvierck@columbiabasin.edu.				
	Application Process (For Student Succ	ess & Engagement Use Only)			
	Student count approved by OSSE Asst. Director or A	sst. (initial; date)			
	App approved by OSSE Asst. Director	(initial; date)			
	emailed mentor with final community approval	(initial; date)			

#### **Club Purpose Statement**

Clubs need to revise their purpose statement each year to ensure that the current club members have full say in how their club is going to function. Previous or old versions will not be accepted.

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 or Goals (The purpose you list will determine how your club will be allowed to spend its funding. Please be very 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.)

Purpose Statement:

#### **Club Member Contact**

The club must list the contact information for one student who will serve as the club council representative.

Student's Name:

SID:

Email Address:

Phone Number:

If the club needs to change this representative during the academic year, the current club council representative (the student listed above) or the club advisor are the only two people who can request that change. When requesting a change of representative, please have the newly appointed student's name, SID, email address, and phone number ready to submit.

## Facility Use Form Information

A CBC facility use form **must be** filled out each quarter for your club meetings. It is also a requirement for this application. Please remember that clubs should be meeting twice a month. Your club advisor will need to fill out the form online and submit it to Kyle Vierck. A staff ID and PIN are required. The form can be found at columbiabasin.edu/eforms.

## **Club Member Training**

There will be four learning modules uploaded to Angel that the simple majority of your club members will be required to complete. Each module will be approximately 15 minutes in length. Your entire club membership (see next page) will have access to these modules in Angel once this application is fully processed. To be able to spend money and travel, a simple majority of your membership will need to complete these learning modules. For example, if your club has nine members, five of your members will need to complete the modules. If your club has 30 members, 16 of them will need to complete. Once we have verified completion, you will have access to your club funding. The deadline for completion for:

Fall Quarter = November 2 Winter Quarter = February 1

## **Club Member List**

Quarter: \_\_\_\_\_ Year: \_\_\_\_\_

Club Name:	
Roster:	
At least nine (9) currently registered CBC student roster exceeds nine members, please submit a com	names are required for club charter. However, if your club plete roster with all members listed.
ase make sure names (first and last name) and SID numbers are recorded below.	
Student Name	SID

Please attach an additional list of club members if needed.

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

Please review the club advisor agreement and alert Kyle Vierck (<u>kvierck@columbiabasin.edu</u> or 542-4828) to any concerns or questions you may have.

#### 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, ensure minutes are taken at those meetings, and sign all minutes.
- 3. Foster teamwork within the club.
- 4. Be knowledgeable about and adhere to CBC & ASCBC policies, forms, procedures, travel requirements, and purchasing processes. I agree to review these policies online: <u>columbiabasin.edu/clubforms</u>.
- 5. Oversee accurate recordkeeping and bookkeeping, including signing off on all club business/events/activities.
- 6. Encourage all members to participate in the activities/meetings of the club.
- 7. Support my student club members as they actively recruit new club members.
- 8. Support continual club improvement.
- 9. Meet with the Assistant Director, Kyle Vierck, prior to coordinating your first club trip of the academic year.
- 10. 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.)
- 11. Be aware of safety issues and take steps to minimize the chance of injury.
- 12. Support and enforce responsible student behavior. In relationship to club events and travel, this includes but is not limited to:
  - o zero consumption of alcohol and non-prescription drugs (by students, staff, or volunteers)
  - o rowdiness that damages property or causes discomfort to others
  - o theft of property (hotel towels, bath robes, batteries, etc).
- 13. Refrain from intimate or romantic involvement with students.
- 14. Promote a club environment that is free of harassment and discrimination.
- 15. Respond to all club emails, phone calls, and/or correspondence in a timely manner.
- 16. Recognize all club spending, solicitation of donations, and travel must be approved by ASCBC. This includes local travel within the Tri-Cities.
- 17. Recognize all fundraising must be approved by ASCBC and the CBC Foundation.
- 18. Seek counsel from ASCBC when questions or concerns arise.
- 19. Submit the following items to ASCBC at the end of each quarter as prompted:
  - o Updated roster of all club members (a minimum of nine members)
  - o Facility use form reflecting club meetings for the upcoming quarter
  - o Club minutes with advisor and student representative signatures

Note: Clubs do not typically function in the summer without prior approval by the Director or Assistant Director.

# **Club Application Agreements**

# Student Representative 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.

	E-mail:
Student Signature & Date	
Printed Name	
CBC Staff Advis	sor(s) Review and Signature
	s in achieving agreed-upon objectives of the club, and adhere regarding college clubs, including the ASCBC Constitution & bilities document.
	hat I have read and can support the purpose of the club. I also lub Advisor Agreement (included in this packet) and the club
Club Advisor(s) Signature & Date	Printed Name
Club Advisor(s) Signature & Date	Printed Name
Dean or Supervi	isor(s) Review and Signature
	nd discussed these responsibilities with this CBC staff/facult prove the club advisor status of the above CBC employee, and club.
Dean/Supervisor(s) Signature & Date	Printed Name(s)
Dean/Supervisor(s) Signature & Date	Printed Name(s)