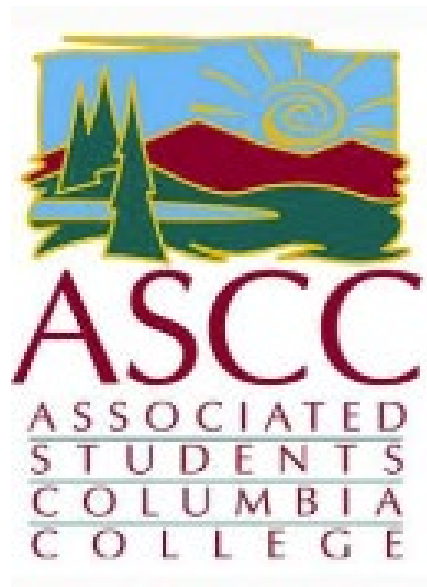


# **Columbia College Student Club Charter Packet**



**Associated Students of Columbia College  
2024-2025**

# Columbia College Student Club Charter Packet

**Here are the steps to follow when creating and chartering a club through the ASCC (Associated Students of Columbia College):**

- Formulate the purpose of the club and start thinking of a club name. What does this club represent and what can it offer to the student body?
- Find an Advisor--- which can be any staff or faculty member.
- Recruit other students to be in the club. The club must have 5 active members --- 2 of which may be officers.
- Fill officer positions. Minimally, the club must have a club president and one officer.
- Finalize club name and statement of purpose.
- In order to charter the club, the following forms must be completed:
  - ✓ Club Name and Statement of Purpose Form
  - ✓ Club Advisor Responsibility Form
  - ✓ Club President Responsibility Form
  - ✓ Club Officer Form (2 officers minimally)
  - ✓ Club Member Sign-up Form with at least 5 members (2 of which may be officers)
  - ✓ YCCD Voluntary Activities Participation Form (signed by all club members)
- Turn the paperwork into the Director of Club Affairs, or Program Assistant Rory Thompson, in the Ponderosa Student Center.
- The club charter request will be reviewed at the next available ASCC business meeting.
- Following approval by the ASCC, please expect a processing time of 2-4 weeks for club to be fully activated, including room reservations, business account setup, and other communications.
- Approved club charters will be active through the summer session, ending on 8-16-25.
- Plan to provide a copy of club flyer and meeting dates to Program Assistant Rory Thompson to post on the website and in the Student Center.
- Have fun with your new club!





# Club Advisor Responsibility Form

**As a Columbia College Club Advisor, I have, or will, attend the Club Training and understand that I am responsible for and agree to do the following:**

## Attendance

- Attend **ALL** regularly scheduled, and special, club meetings, functions, field trips, and club-hosted events.
- Meet with executive officers of club for the following purposes:
  - To assist with the development of organizational programs
  - To discuss the club goals and direction
  - To discuss the financial status of the club
  - To minimize internal difficulties and to assist officers with problems resolutions
- Attend a club workshop once an academic year or once every charter or recharter period if it is being held.
- Ensure my Club Advisor role and hours are approved by my Manager or Dean. Questions regarding Club Advisor hours should be directed to ASCC Advisor, Courtney Sutton.

## Paperwork and Events

- Ensure that all club paperwork has been completed and submitted within the allotted time frame.
- Ensure event forms are submitted to the ASCC a minimum of 4-6 weeks prior to any event or activity.
- Ensure any liability concerns have been addressed prior to approving club activities and functions.
- Ensure all club meetings take place at Columbia College in a Facility-assigned room.
- Ensure that all district facilities and property are used in accordance with district and campus policies.
- Ensure that any off-campus activity that occurs on behalf of the club is in accordance with district and campus policies and procedures.

## Policy and Behavior

- Be familiar with the club's Statement of Purpose and prepared to render assistance with interpretation.
- Be familiar with Columbia College's policies and rules that govern student organizations as found in the [ASCC Constitution and Bylaws](https://www.gocolumbia.edu/campuslife/content/asccdocs/ASCC_Constitution_and_Bylaws_July_2024.pdf).
- Oversee that the club operates in good faith, incorporating a high standard of ethics while representing **Itself** and **Columbia College** in all phases of the club's operation.
- Ensure all Yosemite Community College District, Columbia College, and ASCC policies and procedures are followed.
- Ensure all student club activities adhere to [YCCD Board Policy: 5500 Standards of Student Conduct](https://www.yosemite.edu/trustees/board_policy/5500%20Standards%20of%20Student%20Conduct.pdf).
- Read and review the Columbia College Club Handbook.
- Contact the Director of Club Affairs to discuss organizational problems, changes in organization, and status of the respective club.

## Purchases

- Review and be aware of the financial activities of the club.
- Be a signature holder for all club expenditures -or- designate a **purchasing support person** below.
- Ensure that all purchases made on behalf of the club have been voted on during a sanctioned (i.e.: on-campus with minutes) meeting and are in accordance with district and campus policies and procedures.

Club Advisor (Print Name) \* \_\_\_\_\_ Ext \_\_\_\_\_

Club Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Club Purchasing Support (if different than above) \_\_\_\_\_

Club Purchasing Support Signature \_\_\_\_\_ Date \_\_\_\_\_

*\*Each Advisor Must Sign Their Own Form*

# Club President Responsibility Form

**As a Columbia College Club President, I understand that I am responsible for and agree to do the following:**

- Ensure all Yosemite Community College District, Columbia College, and ASCC policies and procedures are followed.
- Ensure all club members have the opportunity to participate in all club functions.
- Ensure all scheduled meetings are in accordance with district and campus policies and procedures.
- Ensure an up-to-date roster and meeting schedule is on file with the ASCC Director of Club Affairs.
- Ensure that all club paperwork has been completed and submitted within the allotted time frame.
- Ensure event forms are submitted to ASCC a minimum of 4-6 weeks prior to any event or activity.
- Ensure that all district facilities and property are used in accordance with district and campus policies.
- Ensure that any off-campus activity that occurs on behalf of the club is in accordance with district and campus policies and procedures.
- Ensure that any purchases made on behalf of the club have been voted on during a sanctioned (i.e.: on-campus with minutes) meeting and are in accordance with district and campus policies and procedures.
- Ensure all student club activities adhere to Standards of Conduct [YCCD Board Policy: 5500 Standards of Student Conduct](https://www.yosemite.edu/trustees/board_policy/5500%20Standards%20of%20Student%20Conduct.pdf).
- Read and review Columbia College Club Handbook.

**I have read all of the above and understand what is required of me as a Columbia College Club President:**

Club Name \_\_\_\_\_ Date \_\_\_\_\_

Club President (Print Name) \_\_\_\_\_

Club President Signature \_\_\_\_\_



# Club Officer Form

Please list officers and positions below. Minimally, each club must have a club president and one officer.

Position

Name

Student Email

Club President \_\_\_\_\_

Officer 1 \_\_\_\_\_

Officer 2 \_\_\_\_\_

Officer 3 \_\_\_\_\_

Officer 4 \_\_\_\_\_

Officer 5 \_\_\_\_\_



# Club Member Sign-Up Form

I would like to be a member of the \_\_\_\_\_ Club:

| Name | Student ID | Phone |
|------|------------|-------|
| 1    | _____      | _____ |
| 2    | _____      | _____ |
| 3    | _____      | _____ |
| 4    | _____      | _____ |
| 5    | _____      | _____ |
| 6    | _____      | _____ |
| 7    | _____      | _____ |
| 8    | _____      | _____ |
| 9    | _____      | _____ |
| 10   | _____      | _____ |

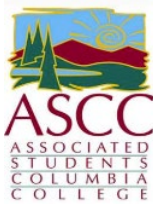
Continue on back of paper if needed



# Club Member Sign-Up Form continued

I would like to be a member of the \_\_\_\_\_ Club:

| Name | Student ID | Phone |
|------|------------|-------|
| 11   | _____      | _____ |
| 12   | _____      | _____ |
| 13   | _____      | _____ |
| 14   | _____      | _____ |
| 15   | _____      | _____ |
| 16   | _____      | _____ |
| 17   | _____      | _____ |
| 18   | _____      | _____ |
| 19   | _____      | _____ |
| 20   | _____      | _____ |





**YOSEMITE COMMUNITY COLLEGE DISTRICT  
VOLUNTARY ACTIVITIES PARTICIPATION FORM  
ACKNOWLEDGEMENT AND ASSUMPTION OF POTENTIAL RISK**

District-sponsored activities: \_\_\_\_\_ Date(s): \_\_\_\_\_

I understand and acknowledge that these activities, by their very nature, pose the potential risk of serious injury/illness to individuals who participate. I understand and acknowledge that some of the injuries/illnesses which may result from participating in these activities include, but are not limited to, the following:

- |    |                           |    |                  |
|----|---------------------------|----|------------------|
| 1. | Sprains/strains           | 5. | Paralysis        |
| 2. | Fractured bones           | 6. | Loss of eyesight |
| 3. | Unconsciousness           | 7. | Death            |
| 4. | Head and/or back injuries |    |                  |

I understand and acknowledge that by participating in these activities, I agree to assume liability and responsibility for any and all potential risks that may be associated with participation in such activities. I understand, acknowledge, and agree that the District, its employees, officers, agents, or volunteers shall not be liable for any injury/illness suffered by me which is incident to and/or associated with preparing for and/or participating in this activity.

Unless otherwise advised, I understand that I am responsible for my own transportation to and from the activity (ies) and the District assumes no liability for loss or injury resulting for my transportation.

I am also aware that the vehicle is provided by myself or my organization/agency, and that the District does not own or maintain said vehicles. The District is not responsible for any liability from use of the vehicle. If the District is providing transportation, but I do not use the transportation, I am responsible to make my own transportation arrangements and the college assumes no responsibility or liability of any kind.

I have no known medical condition that may pose a risk to the health and safety of others or myself by participating in the activity (ies).

I acknowledge that I have carefully read this **VOLUNTARY ACTIVITIES PARTICIPATION FORM/ ACKNOWLEDGEMENT & ASSUMPTION OF POTENTIAL RISK** form and that I understand and agree to its terms.

| Print Name | Signature |
|------------|-----------|
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