

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

# **Columbia College Student Club Charter Packet**



**Associated Students of Columbia College  
2025-2026**

# 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.
- 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 \_\_\_\_\_





