lub Name	
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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 Name and Statement of Purpose Form

Club Name	
Referred to as (if different than above)	
Statement of Purpose Write the club's Statement of Purpose below or attach a copy of current club constitution	



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:
 - o To assist with the development of organizational programs
 - To discuss the club goals and direction
 - To discuss the financial status of the club
 - o 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
 <u>ASCC Constitution and Bylaws.</u>
 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:5500Standards 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

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 <u>YCCD Board Policy: 5500</u>
 <u>Standards of Student Conduct.</u>

 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 na who participate. I understand and acknowledge that some of the activities include, but are not limited to, the following: 1. Sprains/strains 2. Fractured bones 3. Unconsciousness 4. Head and/or back injuries I understand and acknowledge that by participating in these activity potential risks that may be associated with participation in such activity proparing for and/or participating in this activity.	e injuries/illnes 5. 6. 7. vities, I agree t	Paralysis Loss of eyesight Death Dassume liability and responsibility for any and all restand, acknowledge, and agree that the District, its
Unless otherwise advised, I understand that I am responsible for massumes no liability for loss or injury resulting for my transportation		rtation to and from the activity (ies) and the District
I am also aware that the vehicle is provided by myself or my orgal said vehicles. The District is not responsible for any liability from u do not use the transportation, I am responsible to make my o responsibility or liability of any kind.	se of the vehic	e. If the District is providing transportation, but I
I have no known medical condition that may pose a risk to the heals	th and safety of	others or myself by participating in the activity (ies).
I acknowledge that I have carefully read this VOLUNTARY AC ASSUMPTION OF POTENTIAL RISK form and that I understand a		
Print Name		Signature