NEW CLUB APPLICATION AND GUIDELINES

STEPS FOR ESTABLISHING A NEW CLUB

IMPORTANT NOTE: New clubs must follow the process outlined below in order to be recognized as an official Ohlone club. New clubs may organize before the third ICC meeting of each semester. Forms submitted after the third ICC meeting will not be accepted. For meeting dates/times, please go to: http://www.ohlone.edu/org/studentactivities/studentclubs.html

1. Gather at least 5 student members willing to participate in club activities. Members must have a valid student ID card or student ID number and be enrolled in classes.

2. Obtain an advisor.
   a. Advisors must be employees of Ohlone College.
   b. Advisors must be consulted on the activities of the club, attend official meetings and events, and approve club expenditures.
   c. Advisor approval is necessary before any event may be scheduled on or off campus.

3. Submit completed New Club Charter form, including all necessary signatures, to Campus Activities. If New Club Charter form is submitted in the spring semester by May 1st and is approved by Campus Activities, the new club will begin the fall semester as an active, approved club.

4. Attend the next ICC meeting following submission of New Club Charter form in order to present proposed charter.

5. Review the ICC handbook for guidelines and policies related to clubs available online.

6. Schedule a meeting room through the Campus Activities Office no less than one week after becoming an official club. Advertise the first club meeting upon approval of the room, through Campus Activities Office.

7. Hold a campus club meeting with new members and advisor.

8. Write a club constitution and by-laws within 20 academic days of completing the New Club Charter form.

9. Send club president or consistent designated representative to all subsequent ICC meetings. A club must be represented at ICC in order to maintain active status.


Student club leaders are responsible for upholding the Ohlone College policies related to student clubs and cannot act on behalf of Ohlone College unless authorized to do so by Campus Activities.
ACTIVE CLUBS AT OHLONE

Once recognized as an official student club by the Inter Club Council (ICC), clubs have the following responsibilities, privileges, and services available.

**Responsibilities of an Active Club:**
Each club must:

1. Have an Ohlone College faculty or staff advisor.
2. Follow policies and procedures of Ohlone College as described by the Board of Trustees Policies and Procedures, ASOC rules, State and Federal Laws, and this handbook.
3. Have and follow a club constitution and by-laws.
4. Be non-discriminatory in membership.
5. Be represented at all ICC meetings by the club president or consistent designated replacement.
6. Make ALL financial transactions through the club account held in the Ohlone Business Office.
7. File a Recharter/Contract form with the Campus Activities office by May 1st every year.

**Privileges of an Active Club:**

1. Use of the Ohlone College name when appropriate.
2. Schedule use of available rooms and/or equipment for free.
3. Establishment of a Club account with the Ohlone Business Office.
4. Use of ASOC publicity/paint area to make signs.
5. Mailbox and service. NOTE: There may be a charge for large mailings by clubs. ALL mailings must be pre-approved by the Director of Campus Activities.
6. Ability to apply to hold fundraisers on campus.
7. Participation in college activities, contests, and events.
8. Opportunity to apply for funding from ICC/ASOC.

**Reasons for Losing Active Club Status:**

1. Organizing without a recognized advisor. Advisors must be Ohlone College employees.
2. Failure to charter club by deadline of May 1st.
3. Failure to follow policies, rules, and regulations of Ohlone College, ASOC, ICC, and club constitution at any club activity or event, on or off campus.
4. Failure to follow membership guidelines of ICC constitution.
NEW CLUB REGISTRATION FORM

Please be advised of the following Approval Process (approximately 2 weeks):
1) Submit this form to Student Activities before the third ICC meeting of the semester. Forms submitted after the third ICC meeting will not be accepted. Any forms received after the first three meetings of the semester, will be submitted for approval the following semester. For meeting dates/times, please go to: http://www.ohlone.edu/org/studentactivities/studentclubs.html
2) Approval of contract will be considered at the ICC meeting following submission of form.
3) Recognition vote will be taken at the second ICC meeting following submission of form.
4) After being approved by the ICC council, a new club must attend a New Club Orientation and New Club Officers Orientation and has 20 academic-days to submit a copy of its constitution to the Student Activities Office.

NEW CLUB REGISTRATION FORM FOR: FALL  SPRING  (circle one)

Club Name: Cards for Courage

Club President: Tammy Sung

Email: tammysung25@gmail.com  Phone: (510)-574-5233

Inter Club Council (ICC) Representative: Tammy Sung

(Must attend weekly ICC meetings every Monday from 2:00 pm to 2:45 pm. Please read ICC Constitution for duties and responsibilities. Constitution can be viewed at: http://www.ohlone.edu/org/studentactivities/studentclubs.html)

Email: tammysung25@gmail.com  Phone: (510)-574-5233

Purpose of Club:

To provide emotional support to hospital patients and healthcare workers through hand-drawn cards with uplifting messages. During the global COVID-19 outbreak, we will be sending appreciation cards to hospital workers of local hospitals to show our support.

Anticipated club activities for this semester:

Discuss how to make cards and distribute them to local hospitals. Discuss how to support the medical community through the use of arts (dance/drawing/etc). Create peer mentor/mentee relationships to provide advice for transferring out of community college and etc.

Club Members Section:

We know that we are responsible for ensuring that our club knows and adheres to ICC policies and procedures, and relevant District policies as stated in the Ohlone Catalog, Schedule of Classes, and ICC Handbook.

Please print: NAME, STUDENT ID#, EMAIL, and then add your SIGNATURE*
<table>
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<tr>
<th>#</th>
<th>Name</th>
<th>Student ID#</th>
<th>Email</th>
<th>Signature</th>
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<td><a href="mailto:tammysung25@gmail.com">tammysung25@gmail.com</a></td>
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<td><a href="mailto:vikumar880@gmail.com">vikumar880@gmail.com</a></td>
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<td>Monica Francisco</td>
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<tr>
<td>4</td>
<td>Sharon Ng</td>
<td>0452730</td>
<td><a href="mailto:sng16.ohlone@gmail.com">sng16.ohlone@gmail.com</a></td>
<td>Sharon Ng</td>
</tr>
<tr>
<td>5</td>
<td>Ahsan Rahman</td>
<td>0510786</td>
<td><a href="mailto:ahsanr657@gmail.com">ahsanr657@gmail.com</a></td>
<td>Ahsan Rahman</td>
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*Signature indicates agreement to allow phone number and email to be given to Ohlone Faculty, Staff, students, and off-campus persons/groups (including press and media personnel) seeking Club information.*
Club President Section:

On behalf of the club members, I apply for recognition for our club. As Club President, I agree to attend all ICC meetings or designate a permanent, alternative representative to attend the meetings.

Club President (signature): Tammy Sung Date: 8/22/2020

Club Advisor Section:

I am an employee of Ohlone College and agree to serve as advisor to this Ohlone Student Club. As a club advisor I agree to attend and be physically present at all meetings, excursions and events created by this club and to abide by the ICC Constitution and Ohlone College policies and procedures.

Club Advisor (print name): SHYAM N. SUNDAR

Please check one of the following:

- [X] Faculty
- [ ] Staff
- [ ] Administration

E-Mail: ssundar@ohlone.edu Phone Number/Extension: 6286

Signature, Advisor:

Student Activities Department Section:

I certify that ICC has recognized this new Student Club and has granted them recognition on said date.

Approved by Director of Student Life
(Print Name) Date:

Signed & Dated:
(by Director of Student Life)

Approved by ICC Chair
(Print Name) Date:

Signed & Dated:
(by the ICC Chair)