CLUB CHARTERING PROCESS

SPRING 2020
**Be aware of new changes**

- To become an official (“chartered”) club you must complete the following process:

1. Complete ONE club registration packet per club (hard copy provided by ICC)
   - Contains a Club Constitution and By-laws
   - Advisor approval must be included
   - Roster of your members must be included
   - All members must complete the online Club Participation Form

2. Attend the Student Leadership Conference (2020 date: 2/21 10-12pm SU201)

3. *If 10 current students completed the club participation form* and indicated they want to be part of your club by chartering deadline and they meet campus eligibility (enrolled in at least 1 unit, has paid their $7 College Service Fee, & not on any type of probation)… you will be notified of club status

4. The Student Life & Leadership Advisor will notify all about club chartering status (“club is Rio Hondo College official”)

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**CHARTERING PROCESS SIMPLIFIED**

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ALL CLUB(S) NEED TO COMPLETE A CLUB REGISTRATION PACKET AND ENROLL AT LEAST 10 ELIGIBLE MEMBERS

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CLUB RECOGNITION PACKET COVERSHEET

Received by: __________________________ Date & Time: __________________________

1. ______ Application page filled out and completed by student
2. ______ Advisor(s) page completed and signed by Club Advisor(s)
3. ______ Club Roster completed with student identification numbers
4. ______ Club Constitution and By-Laws

Packet Complete ___________ Packet Incomplete ___________

Upon Club Packet submission, please staple this cover sheet, check off all areas that apply and submit to the Student Life & Leadership Office for processing.

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FOR OFFICE USE ONLY

Application received: __________________________ Date

☐ Charter Application
☐ Advisor Agreement
☐ Constitution & By-Laws
☐ Club Roster
☐ New Club ☐ Existing Club

☐ Recommended
☐ Not Recommended Advisor, Student Activities

☐ Recommended
☐ Not Recommended Director, Student Life

☐ Approved by S&L
HOW TO ENROLL MEMBERS...

- Click on Club Participation Form at the bottom of the Student Life & Leadership Menu
COMPLETE THE FORM

- Begin to complete the form with your information, all fields must be filled out.
SELECT A CLUB(S) FROM MENU...
IF YOU’RE A NEW CLUB, SELECT OTHER AT THE VERY BOTTOM OF THE OPTIONS
PLEASE TYPE IN THE NAME FOR THE NEW CLUB...
ONCE YOU’VE COMPLETED THE FORM PLEASE HIT SUBMIT

Emergency Contact

The person to contact in case of an emergency:

Name *

First

Last

Relationship *

Phone *

Submit
AND THEN ... 

- Once the Club Recognition packet is completed, turn it in to the ICC Chair or Advisor for review. Remember, there is a chartering deadline.
LASTLY, ATTEND THE STUDENT LEADERSHIP CONFERENCE BY THE 4TH WEEK OF THE SEMESTER.