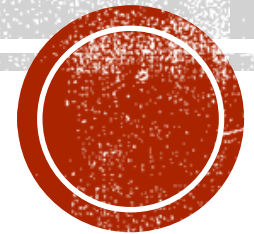


# CLUB CHARTERING PROCESS



# CHARTERING PROCESS SIMPLIFIED

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



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

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 of all areas that apply and submit to the Student Life & Leadership Office for processing.	
=====	
FOR OFFICE USE ONLY	
Application received: _____	
Date _____	
<input type="checkbox"/>	Charter Application
<input type="checkbox"/>	Advisor Agreement
<input type="checkbox"/>	Constitution & By-Laws
<input type="checkbox"/>	Club Roster
<input type="checkbox"/>	New Club <input type="checkbox"/> Existing Club
<input type="checkbox"/>	Recommended
<input type="checkbox"/>	Not Recommended
Advisor, Student Activities _____	
<input type="checkbox"/>	Recommended
<input type="checkbox"/>	Not Recommended
Director, Student Life _____	
<input type="checkbox"/>	Approved by SL&L



# HOW TO ENROLL MEMBERS...

- Start at <http://www.riohondo.edu/student-life/> page
- Click on Club Participation Form at the bottom of the Student Life & Leadership Menu

**Student Life & Leadership Menu**

- Student Life & Leadership
- Student Leadership Institute
- > Student Ambassadors
- > Student Government
- > Clubs & Organizations
- Discounted Tickets
- Merchants
- Calendar
- Contact Us
- Club Participation Form
- Club Funds Request

**REGISTER TO VOTE**

## Student Life & Leadership

Student Union Building SU201 | 562-908-3427

Fall/Spring Hours	Summer/Winter Hours
Monday – Thursday 8:00am – 6:30pm	Monday – Friday 8:00am – 4:30pm
Friday 8:00am – 2:00pm	

### Get Involved

The Student Life & Leadership department develops students holistically by providing quality co-curricular programming through campus-wide collaborations. Students are developing socially, emotionally, and academically with programming and services that are driven by our four Guiding Values: *Student Success & Degree Completion, Cultural Diversity, Social Responsibility, and Leadership Development.*

### Benefits of Involvement

Students who are involved will be provided a unique opportunity to discover their passion and strengths and gain transferable skills through a robust variety leadership development opportunities. Students will be able to make connections with their peers as well as faculty, staff, and administrators subsequently strengthening their network. Getting involved in co-curricular activities helps students to create a positive connection with the campus which has proven to promote academic excellence and overall satisfaction with the college experience.

# COMPLETE THE FORM

- Begin to complete the form with your information, all fields must be filled out.

The screenshot shows a web browser window with the URL `riohondo.edu/student-life/club-participation-form/`. The page features the Rio Hondo College logo and navigation links at the top. A yellow sidebar menu on the left lists various student life options, with 'Club Participation Form' highlighted. The main content area is titled 'Club Participation Form' and contains a 'Contact Information' section with the following fields:

- Name \***: Two input fields for 'First' and 'Last' names.
- Rio Hondo Student ID# \***: A single input field.
- Email \***: A single input field.
- Phone \***: A single input field.
- Address \***: Two stacked input fields for 'Street Address' and 'Address Line 2'.

At the bottom of the sidebar, there is a yellow button that says 'REGISTER TO VOTE'.



# SELECT A CLUB(S) FROM MENU...

| Student x +

rio.hondo.edu/student-life/club-participation-form/

cess W... Transportation | Fac... Rio Hondo Email Free Guided Medita... All 34 CliftonStreng... ACCESS RIO Writing tips | UC Ad... Helpful Links – Spiritt Diversity Toolkit: A...

City

ZIP Code

California  
State

### Club Information









**I am requesting participation for the following student groups/clubs/organizations \***  
Please only request participation for groups in which you plan to have active participation with.

Puente Club  
Society of the Sciences  
Association of Latino American Students (Formerly MEChA)  
Art Guild  
Veterans Network Club  
Creative Writing Club  
Kinesiology & Sport Club



# IF YOU'RE A NEW CLUB, SELECT OTHER AT THE VERY BOTTOM OF THE OPTIONS

riohondo.edu/student-life/club-participation-form/

Access W...  Transportation | Fac...  Rio Hondo Email  Free Guided Medita...  All 34 CliftonStreng...  ACCESS RIO  Writing tips | UC Ad...  Helpful Links - Spiritt  Diversity Toolkit: A...

ZIP Code

## Club Information

**I am requesting participation for the following student groups/clubs/organizations \***

Please only request participation for groups in which you plan to have active participation with.

Robotics Club  
Pepsters Club  
Take A Hike Club  
Gray Hat Society Club  
Choir Club  
Green Club  
Other - New Club



# PLEASE TYPE IN THE NAME FOR THE NEW CLUB...

Club Participation Form | Student x +

← → ↺ 🏠 [rio.hondo.edu/student-life/club-participation-form/](https://rio.hondo.edu/student-life/club-participation-form/)

Apps Student Success W... Transportation | Fac... Rio Hondo Email Free Guided Medita... All 34 CliftonStreng... ACCESS RIO Writing tips | UC Ad... Helpful Links – Spiritt Diversity Toolkit: A...

ZIP Code

## Club Information

**I am requesting participation for the following student groups/clubs/organizations \***

Please only request participation for groups in which you plan to have active participation with.

Robotics Club  
Pepsters Club  
Take A Hike Club  
Gray Hat Society Club  
Choir Club  
Green Club  
**Other - New Club**

Enter club name if you selected "Other" \*





# 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 4<sup>TH</sup>  
WEEK OF THE SEMESTER.**

