CLUB CHARTERING PROCESS
**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

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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 SL&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...

<table>
<thead>
<tr>
<th>Club Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>I am requesting participation for the following student groups/clubs/organizations.</td>
</tr>
<tr>
<td>Please only request participation for groups in which you plan to have active participation with.</td>
</tr>
</tbody>
</table>

- 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.
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.