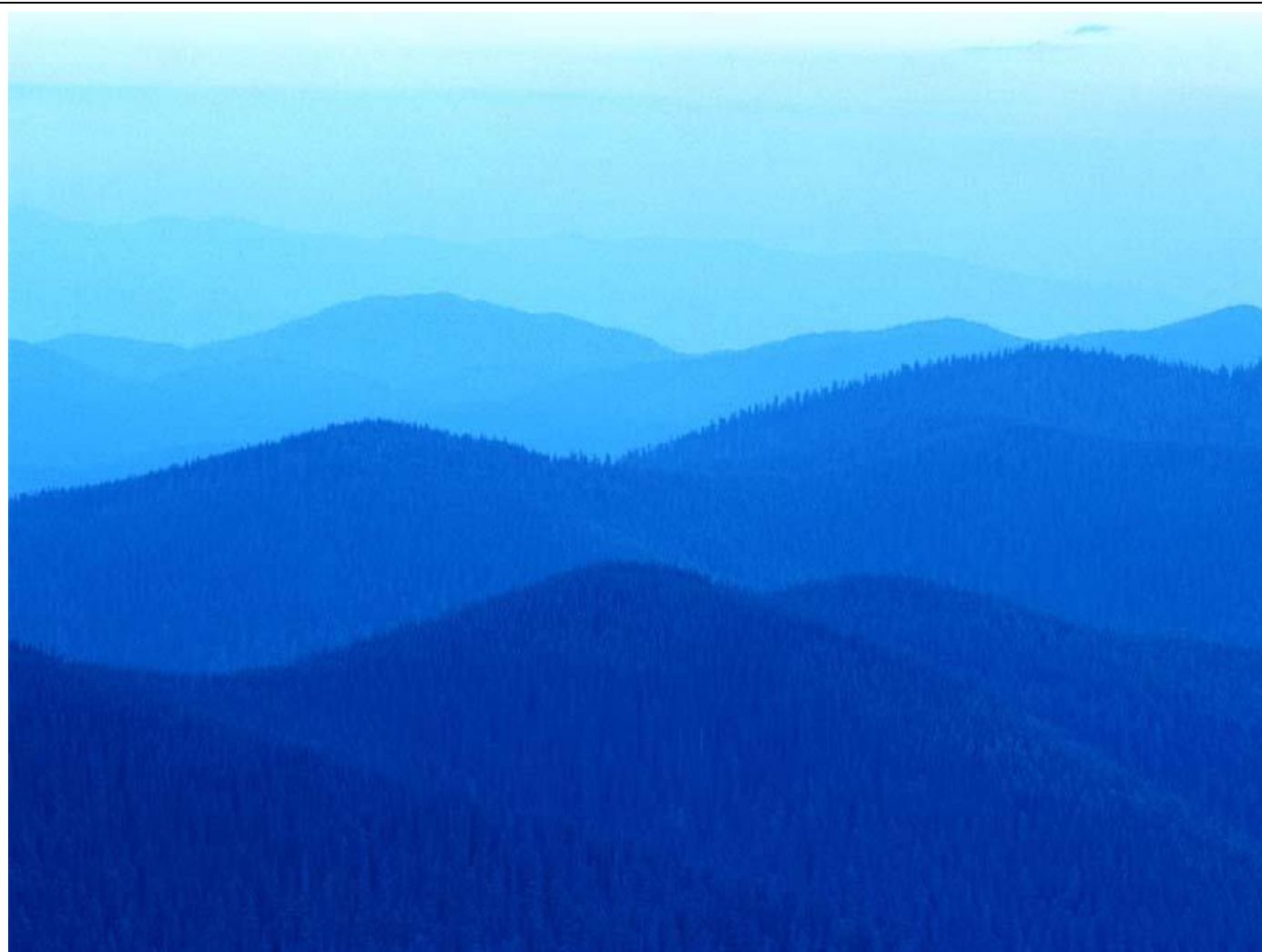
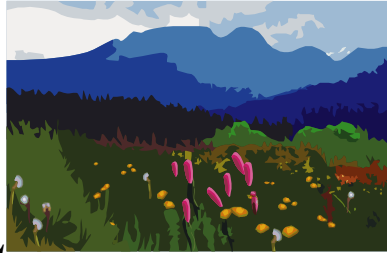


INTER-CLUB COUNCIL HANDBOOK 2011-2012





INTER-CLUB COUNCIL

The Inter-Club Council is the governing board of clubs for the Student Government Association. The College Center and Admissions receive numerous phone calls from interested students in clubs and they need current information to direct them in the right direction. The Inter-Club Council requires you to register your club at the beginning of each school year. Clubs who fail to register their club, for two (2) years, will lose club status and be declared defunct. The Inter-Club Council also requires you to periodically update your constitution at least every two years. Your club may also be visited by a representative of the Inter-Club Council or the Director to see how things are going.

RESPECT & PROPER CONDUCT

A separate Code of Conduct Form will be signed by all club officers and members to be turned in with the Campus Club Registration Form to the Inter-Club Council.

INTER-CLUB COUNCIL Director's Job Description

The following represents a summary of the job responsibilities of the Inter-Club Council director.

- To set procedures for formal club recognition.
- To ensure that the formal club recognition process has been successfully completed.
- To maintain current records of club's constitutions and organizational lists.
- To maintain a current phone list of all club representatives.
- To meet with the Club Sports Direct, Club Sports Ambassador and the Inter Club Council Advisor at least once a month.
- To administer budgetary policies of the Inter-Club Council.
- To serve as a voting member of the SGA Budget Committee.
- To set appropriate budgetary policies for the Inter-Club Council.
- To set budgetary meeting for all clubs in the spring.
- To determine the Inter-Club Council and club budgets per fiscal year (in spring).
- Have signature authority of the Inter-Club Council budgets.
- To approve or disapprove monetary expenditures for all club budgets.
- To approve or disapprove club grants and loans proposals.
- To monitor and supervise club budgets throughout the fiscal year.
- To assign club mail boxes.
- To administer and chair the Inter-Club Council.
- To hire or relieve council members.
- To maintain club storage area.

- To keep important information related to club in club files.
- To administer disciplinary actions upon clubs who violate Inter-Club Council, SGA, or the College policies.
- To propose to the Student Senate all requests to declare club(s) defunct (inactive) status.
- To set a club information meeting the first month of the school year.
- To set any policies or procedures to assist in the execution of any of the named duties and responsibilities.

INTER-CLUB COUNCIL ADVISOR

Job Description

- To guide and advise the Inter-Club Council Director.
- To assist in the budgets decisions.
- To serve as a voting member of the SGA Budget Committee.
- To assist with the Club Fairs.
- To transfer all funds awarded from ICC Grants.
- To transfer all funds won from Club Fairs.
- To attend the beginning of the year Budget meeting.
- To provide purchasing guidelines of the State.
- To provide purchasing for Clubs and Organizations.

HOW TO START A CLUB

Starting a new club can be a fun way to meet new people, share and explore common interests, and enhance the student's academic experience. Membership in a recognized club must be extended to all students. If you have any questions or problems related to the following procedures, please contact the Inter-Club Council director, or any representative of the council.

THE FIRST STEP

It is important to make your club's purpose as specific as possible, which will assist you in its formation and organization

Call an information meeting to gauge the interest in the club. You are allowed to hold two (2) meetings in the College Center, free of charge, without having to be a recognized club. You may post one (1) posters, in the College Center, contact KWSB, who will do free announcements, and advertising in the Top O' the World, to let the campus community know about you meeting. You are required to have no less than ten (10) members to register as a club, unless other arrangements are made with the Inter-Club Council. If a club is competitive, then that club is to not only meet the requirement of having ten (10) members to be a recognized club, but also to have enough members to remain competitive in order to have access to club funding.

Write a club constitution. A constitution is the basis for your club. It is the document that determines how your club will operate and what it is all about.

You can make your constitution as simple or as complex as needed. However, there are several constitutional requirements, which every club must include:

- **Name of Club:** Official name of the club.
- **The Purpose of the Club:** What is the primary function of the club? Why is it in existence?
- **Club Officers:** What are the officer positions, and what are their duties and responsibilities?

- **Elections:** When will your club vote for new officers? Will it be by secret ballot? Do they need to have a specific GPA? Are there any other provisions necessary to carry out the election of officers?
- **Membership:** Sets forth requirements for membership. If you need assistance in determining the membership of the club in regards to legalities, ask the Inter-Club Council Director for assistance. If your club is going to charge membership dues, then it needs to be stated in this section.
- **Meetings:** While your meeting times will change throughout the year to accommodate schedules, a basic meeting provision is required. For example, a club may state that they will meet once a week during the academic session.
- **Amendments:** Determines how your club constitution will be changed (usually by a two-thirds majority vote, President is often an ex-officio member).

EXPECTATIONS

Clubs must participate in Homecoming by creating or co-creating a float. They must also attend both the 1st club meeting at the beginning of the year and the end of the year budget meeting, and must attend all 5 Club Fairs. They must also have all necessary forms turned in at required date. Clubs must participate or put on 2 community service events. (1 per semester)

CAMPUS CLUB REGISTRATION

In addition to submitting a constitution, a club must also fill out a club registration form (which can be obtained from the Inter-Club Council Director or in the back of this booklet) and a roster of all members. If a club does not register by May 4th, at the latest, their funds will be frozen until they get registered, and a late fee will be imposed. This form will provide the Inter-Club Council Director with the Club Name, Officer Names, Club Advisor Name, Title, Department, and Telephone number. All clubs will be required to attend all Club Fairs unless they are excused by the Inter-Club Council Director.

FACULTY/STAFF/ADMINISTRATIVE ADVISOR

The College recognizes co-curricular activities as vital to the mission of the College and the personal development of its students. In order to facilitate the growth of Student Organizations, the College requires each student organization to have an advisor. Certain responsibilities are characteristic of most advisory roles and, though the responsibilities may vary from time to time, the advisors should be available for student organizations:

- To consult for assistance and advice regarding the management of the club.
- Be familiar with the clubs constitution.
- Meet with the officers of the club to develop goals/objectives, identify financial status.
- Must attend the registration meeting at the beginning of the year and the budget meeting at the end of the year.
- Must attend, along with the club/organization President and Treasurer, to the ICC Council for bill presentations.
- Attend meetings and functions of the club.

Inter-Club requires that every club obtain an advisor. They can be a member of the faculty, staff, administration or a community member, but not a student. The advisor serves as a source of information for the management of the club. There is no time requirement for an advisor. However, advisors please note that such a position is very time consuming, which requires time, effort, and dedication. If you feel you cannot meet these

expectations or be quite involved, then please do not pick up this position. Remember the less involved you are, the more detrimental it is to the club's status.

RECOGNIZATION BY INTER-CLUB COUNCIL AND SGA

After you have completed all the above requirements, you are ready to present your club to the Inter-Club Council. The Council is the SGA governing board for all clubs. You need to meet with the representative of Inter-Club Council, and present your constitution and club registration form. The representative will review both the constitution and the registration form. The representative will present your club for recognition at the next Inter-Club Council meeting. Plan on attending the meeting with your Advisor, club/organization President and Treasurer to answer any questions about your club. The council will then take a vote on the proposal of a new club. After your proposal has been endorsed by the Inter-Club Council, the next step is to obtain official club recognition from the Student Government Senate. You will need to attend the SGA meeting. During the Director's report, you will be given the floor to give a brief introduction of the club. Members of the SGA will have the opportunity to ask you questions about your club. The Inter-Club Director will then make a motion that the Senate recognizes your club and a vote will be taken. Once the SGA Senate approves the club, you are OFFICIAL.

OFFICIAL CLUB STATUS BENEFITS

Some of the benefits of being an official Western State College Club are:

- Funding through Inter-Club Council.
- Use of the College Center facilities for meetings and programs.
- Use of a club mail box in the College Center.
- Use of club storage facilities in the College Center
- Availability of monetary grants from Inter-Club Council.
- Availability of monetary grants from SGA.
- Use of the copy card(bought with club money) for the College Center Copy Machine.

POSTING POLICY

Due to the activity in the College Center, they will allow only 1 sign (poster) to be hung in the College Center. You will need to go to the Information Desk in the Center and have these stamped. You may hang signs only on bulletin boards. **NO WINDOW, DOORS, OR PAINTED SURFACES.** You may also post posters at the Kiosks around campus and within other academic and resident life building. Please check with the building administrator for their posting rules.

MEETING ROOMS

You may hold meetings in the College Center free of charge as an official club. There are numerous meeting rooms in the Center ranging in various sizes, which should suit your needs. A club may make their reservation for the whole school year. You go to the College Center Coordinator, in the College Center, and fill out a reservation sheet. You will need to know how many people (estimate) will be attending you meeting or event, what kind of a set up, if you will be needing any AV equipment. The College Center Coordinator will then assign you a room. If you are not aware of all of the club needs or set up, the College Center Coordinator will help you.

BUDGETS

Every new club has to wait one year after being recognized by SGA, to be eligible for funding from the Inter-Club Council. The standard dollar amount the first year is no less than \$150.00 per club.

Every club is required to attend a budget meeting in the spring of each calendar year. When this date is set, the Inter-Club Council Director will post a sign-up sheet on his/her desk, send out e-mails and announce it to the SGA council so that it will be posted on senator's boards. **If a club president, treasurer, and advisor does not attend the budget meeting with a proposal and contact information for the following year, the Inter-Club Council can make a decision to cut or lower the club's funding. If a club misses the budget meeting, then within the last week of scheduled budget meeting, the club can type out what they think will be appropriate information for justifying their club budget and place it on the ICC Director's desk. As a penalty the club will NOT be allowed to converse with the ICC Director about the typed information.** The fiscal year for each budget starts on July 1 and ends on June 30 of each calendar year. If you are requesting an increase in you funding, you will have to justify it verbally or in a written format during your budget meeting.

GRANT PROPOSALS

A grant proposal must cover four major parts of information:

1. Name of the club, and the date of the proposal.
2. Why the money is needed.
3. How Western is going to benefit from the grant approval.
4. A breakdown of all relevant revenues and expenditures related to the request.

There is no specific format for the presentation of the information, however **an example of one is located in the back of this book.** The next step is to attend an Inter-Club Council meeting and present the proposal. Be adequately prepared to answer any questions about the proposal at the meeting. The Inter-Club Council will take a vote on approving the proposal and will advise your club from there. **PLAN ALL REQUESTS IN ADVANCE.** It takes anywhere from one to two weeks to process an approved grant.

PURCHASING REGULATIONS

All budgets are entered into Banner (the College computer system) between the 1st and 15th of September. All the monies that are used for clubs come from student fees, because of this there are certain federal and state fiscal rules and regulations that are required in the spending of these dollars. The College Center Coordinator, at the College Center, will help any funded club get access to their money and stay within the rules. She will also do all the computer work (Purchase Orders or P-Card) for ordering the items that will be needed for your club. Below are some tips and reminders about purchasing;

- **Never order over the telephone.** Make sure the person you are talking to understand that you are just getting a quote.
- **Never** purchase anything and then ask to be reimbursed for the items.
- Plan on 5 days from the time you give the College Center Coordinator your order request to when it will get ordered.
- It will take anywhere from 2 – 6 weeks to receive your order from the vendor.

- After you receive your order, give the package slip/invoice to the College Center Coordinator to let her know that you have received your order and that everything is OK. For Purchase Orders, the bill will not be paid until she receives it in the computer.

P-CARD

The P-card is a process the State of Colorado has adopted for payments for expenses. This is the preferred method of payment for ordering goods and is usually the fastest. In order to utilize this payment process you will need to follow these steps:

1. Make sure the Treasurer of the club has verified there is enough money in the club budget for the purchase
2. Contact the College Center Coordinator with your purchase information written on the Purchasing Requisition Form (located in the back of this booklet)
3. Please state the name of the Club and list a contact number for the person ordering.
4. When the order is received, please check to make sure everything is as ordered and give the packing slip/invoice to the College Center Coordinator.

PURCHASE ORDERS

Purchase Orders are to be used when a vendor does not accept credit cards. The process is the same as those listed above however please keep in mind that the delivery of the goods takes much more time and it is imperative that you give the packing slip or invoice to the College Center Coordinator because the bill will not be paid until then.

PETTY CASH

You can get up to \$100.00 in petty cash on the day that you need it. You can pick up the petty cash form from the College Center Coordinator; she will fill it out and sign it. You then take the form over to the Cashiers office and they will give you the dollar amount on the petty cash form. You have **24 hour** to return the form and **receipts** to the cashier's office. **NEVER** spend over \$100.00 dollars or it will come out of your pocket, not the club funds. Petty cash **may not** be use for travel (gas, motel).

TRAVEL

If you are going to be traveling with your club you can get a travel advance. The travel advance needs to be done 10 day prior to the dates of travel. The College Center Coordinator will fill out the form, put the estimated dollar amount that is needed, account numbers and then sign the form. The club President will also need to sign the travel advancement form as well as those attending the trip. The day after you return from your trip you will need to go to the Accounting office and balance out your advance. You will need **receipts** for the money that was spent. Between the receipts and the dollars not spent you should equal the total advance. If you have receipts totaling more than your advance you will be reimbursed the difference.

If you realize that you will be traveling and do not have 10 days advance notice, you can pay for gas, motel, food, and it will be able to be reimbursed, **if you keep your receipts.** .

INTERDEPARTMENTAL ORDERS (IDOF)

If you need to get something from the Bookstore go to the College Center Coordinator at the College Center and she will fill out an IDOF (Inter Office Order Form) and you will be able to pick up your supplies immediately. The Bookstore will subtract the dollar amount electronically from your account.

PERSONAL SERVICES CONTRACTS

If you need to hire an actual person to sing, dance, DJ, etc then this needs to be done on a personal services contract (also called an encumbrance). The College Center Coordinator needs the Performance Contract (located in the back of this booklet) at least 6 weeks prior to the event. This time is needed since we have to mail an actual contract to the person to sign and send back to us before we can pay them.

TELEPHONE CALLS

For long distance telephone calls that you need to make for your clubs (scheduling games) you can get petty cash and buy a phone card. Remember to keep the **receipt** and then take it back to the cashiers office and cash out.

COPIES AND POSTER PRINTING

If you need to make black and white copies for your club, you will be required to have a copy card. In order to obtain a copy card, please visit the Mountaineer Card office and they will make you a card and charge your club account. This can be used at the copier in the College Center and the Library. If you need color copies or color posters you can go to the Paper Clip in town with a flash drive or you can e-mail them at paperclipcc@yahoo.com and they will deliver it to you. Petty Cash is probably the easiest way to pay for this as long as it stays under \$100.

ORDERING FOOD

Any banquet or meeting that is held in the College Center or on campus must use the Sodexo Catering Services. There are only two (2), once per semester, occasions in which a club is able to use their funding for food during meetings for recruitment purposes. In order to get this, the club must get the ICC Director's signature, which will then get it officially approved through the College Center Coordinator. All clubs are also able to have an end-of the year banquet, if they can financially afford it.

DOWNTOWN CHECKING ACCOUNTS

The money that the Inter-club Council gives to each club at the beginning of the year is placed into a campus account. There are fiscal rules and regulations that each club has to follow while spending this money. If you do fund raisers or charge dues, you are allowed to open checking accounts downtown. When opening these accounts you must have two (2) signatures on the account. When one of the students, on the signature card leaves, you will have a least one person that can add/delete another name, close the account, or get money out. Always remember to keep two (2) current people names on the account.

CLUB NAME CHANGE

Any club who wishes to change their name will be charged a fee of twenty-five dollars (\$25.00).

The fee is in response to the vast changes that must be made to the club's files, listings, and promotions as a result of the name change. All fees will be deposited into the Inter-Club Council budget. You can make checks payable to Inter-Club Council or if you have a campus account we can do a budget transfer.

Organizations within Subcommittees

Programming: Program Council

Athletics: Operations, Football, Men's Basketball, Women's Basketball, Wrestling, Men's Track, Women's Track, Nationals, Volleyball, Men's Cross Country, Women's Cross Country, Training Room

Arts and Humanities: Top of the World, Music/Vocal, Music/Instrumental, KWSB, Drama, WSC Magazine, WSC TV, and ICS

Inter-Club Council: All clubs recognized by SGA including Club Sports

Health & Wellness Affairs Ambassador: CLUE, SAPA, Sustainability, Active Minds, Spectrum

Intramural: Intramural Sports

Club Sports Ambassador: Club Sports

Inter-Club Council Constitution

ARTICLE I. NAME AND PURPOSE

- Section 1. The name of the organization established by this Constitution shall be the Inter-Club Council.
- Section 2. The purposes of the Inter-Club Council shall be:
- a. To act as the official voice of the Clubs and Organizations
 - b. To protect the rights and privileges of the Clubs and organizations
 - c. To accurately represent the concerns of the clubs and organizations to the administration, faculty and the staff of Western State College
 - d. To oversee the allocation and distribution of all appropriated student fees to the Clubs and Organizations

ARTICLE II. STUDENTS RIGHTS

- Section 1. All members of Clubs and Organizations have the right to request or receive accurate and timely information of Inter-Club Council matters of policy that affect all clubs
- Section 2. All members of Clubs and Organizations have a right to offer opinions about the Inter-Club Council policies
- Section 3. All members of Clubs and Organizations will not be permitted to move into the residential hall early without written permission from the Inter-club Director and the permission of Associate Vice President of Residential Housing. Deadline for requests is every July 15th.

ARTICLE III. STUDENT FEES

- Section 1. All students who are currently enrolled in Western State College shall pay a yearly Student Government Association fee to non-academic and extracurricular activities, clubs and events.
- Section 2. Student Government Association will distribute student fees among the sub-committees
- Section 3. Sub-committees consists of the following:
- a. Student Government Association
 - b. Art & Humanities and Campus Media
 - c. Athletics
 - d. Inter-Club Council
 - e. Intramural Sports
 - f. Program Council
 - g. An additional sub-committee(s) the Student Government Association deems necessary

Section 4. Inter-Club Council Director shall:

- a. Organize and preside over Inter-Club Council meetings
- b. Act as the liaison between all officially recognized extra-curricular student organizations and Student Government Association
- c. Demonstrate full support of all officially recognized extra-curricular student organizations
- d. Organize all promotional events for officially recognized extra-curricular student organizations
- e. Oversee all expenditures of the Inter-Club Council sub-committee budget
- f. May be a part of any extra-curricular student organization, but may not serve as chair
- g. Responsible for fulfilling the duties outline in the Inter-Club by-laws

Inter-Club Council By-Laws

ARTICLE I. INTER-CLUB COUNCIL

Section 1. Director Duties and Responsibilities

- a. The Inter-Club Council Director shall be responsible for the overall administration of the Inter-Club Council
- b. The Inter-Club Council Director shall appoint the members of the Inter-Club Council
- c. The Inter-Club Director shall be responsible for monitoring and removing (when necessary) all appointed members of the Inter-Club Council. The number of staff necessary to operate the Inter-Club Council in the most efficient manner, shall be determined by the Inter-Club Council Director.
- d. The Inter-Club Council Director shall have signature authority on all budgetary operations of the Inter-Club Council budget. The director shall:
 1. Determine which clubs and organizations are eligible to be budgeted
 2. Modify, correct, adjust, and revise all club budgets
- e. Shall determine which clubs and organizations are eligible for College Center mailboxes and have the authority of removal thereof

Section II. Inter-Club Council Duties and Responsibilities

- a. The Inter-Club Council shall be primarily responsible for the administration of all independent organizations, recognition of new organizations
- b. The Inter-Club Council shall meet at least once a week during the academic year
- c. Members of the Inter-Club Council shall:
 1. Assist the Director in all budgetary activities
 2. Act as liaison between the Inter-Club Council and club organizations
 3. Meet once a week during the academic year with their respected group interest sub-committee
- d. Pre-approve all groups seeking SGA recognition
- e. Promote interaction, communications, and cooperation among recognized clubs and organizations
- f. Assist the Director in maintaining a record of all independent organizations and their members.

Section III. Club and Organization Recognition

1. Clubs and organizations seeking recognition need to submit to the Inter-Club Council the following information during the regular meeting times:
 - a. A stated name and purpose of the club or organization.
 - b. A membership list, including officers.
 - c. The club or organization shall have one adult advisor.
 - d. A written constitution and bylaws which shall include, but not limited to:
 1. The name of the club or organization.
 2. The purpose of the club or organization.
 3. Officer positions and duties.
 4. Elections of officers.
 5. Membership requirements or guidelines (i.e. who can join the club).
 6. Amendment sections (i.e. how the constitution and bylaws can be changed).
2. Upon review by the Inter-Club Council and approved by the Director, the club shall send a representative to present the club or organization proposal at the SGA meeting for Student Senate approval.

Section IV. Defunct Clubs and Organizations

1. The Inter-Club Council will conduct any and all investigations necessary into a club or organization under proceedings of being declared defunct.
2. The Inter-Club Council will contact the club two weeks in advance before the determination of defunct status ruling by the Council
3. The Inter-Club Council Director will present to the SGA a list of reasons why a particular club or organization is to be declared defunct and proceed with motions thereof.
4. Once declared defunct, if a club desires re-recognition, they must submit a club proposal as stipulated for club and organization recognition, except:
 - a. The club or organization shall give specific reasons why they were declared defunct.
 - b. The club or organization shall give specific changes to the organization to prevent such a reoccurring of a defunct ruling in the future.

Section V. Budgeting Regulations and Eligibility Requirements

1. No club or organization shall be eligible for a budget from the Inter-Club Council if they are: defunct, inactive, on probationary status, or have outstanding loans or debts.
2. The club shall be recognized on campus for a period of one year since the date of formal recognition.
3. A funded club must attend all scheduled club fairs or your club will receive a penalty of \$50.00.
4. A funded club must register their club by the third week in September or their funds will be frozen by September 30th of that school year.
5. The club shall submit a budget proposal, detailing revenues and expenses.
6. Starting budget shall be not less than \$150.00.

Section VI. Club and Organization duties and responsibilities

1. Clubs shall update their Constitution every two years.
2. At least one representative of each club and organization is required to attend two Student Government Association meetings per month, This benefits the club by:
 - a. increased club recognition from the Student Government Association and the Associated Student Body
 - b. increased awareness of the activities happening on campus and in the community
 - c. increased knowledge of how club budgets work
 - d. showing the Inter-Club Council Director and the Student Government Association that the club is active and is justified in seeking an increase in budget
3. Clubs with mailboxes are responsible for checking their mail daily. If mailboxes are not cleaned out weekly, that club will lose mailbox privileges
4. Clubs are responsible for submitting an updated roaster and inventory list at the start of each semester.
5. Clubs are responsible for submitting a current contact phone number to the Inter-club Director for Summer, Spring and Fall Semesters
6. Clubs are responsible for registering their club by September 30th, at the latest or their funds will be frozen until they get registered

Section VII. Funding Regulations for Petitions on Grants and Loans

1. No club or organization shall be eligible for a grant or loan if they are defunct, inactive, on probationary status, or owe money on a previous loan.
2. The club or organization must be a recognized group for at least one full twelve-week term before being eligible for application.
3. If the Inter-Club Council Director approves the proposal, the club shall send a representative to present the proposal at the SGA meeting for the Student Senate approval of the grant or loan.
4. A proposal shall be submitted and presented to Inter-Club Council to receive any grant or loan. The proposal petition shall include:
 - a. The purpose for the grant or loan.
 - b. An itemized list of all costs and expenses.
 - c. How will the students at Western State College benefit.
 - d. What fundraisers and activities has the club or organization conducted to help raise money.

Section VIII. Fraternities and Sororities

1. Fraternities and Sororities, whether local or national, shall be governed by the Greek Council organization of Western State College, and subject to the Constitution and Bylaws thereof.
2. Recognition procedures for all Greek organizations shall follow the same stipulations as for all clubs and organizations.

2011-2012
Western State College of Colorado
Student Government Association, Inter-Club Council

CAMPUS CLUB REGISTRATION

Please print or type information clearly

Name of Club: _____

Is your Club _____ New or _____ Continuing

Was your Club registered under a different name in the past? _____ Yes _____ No

If so, previous name: _____

You need to acquire I.C.C. approval before a change in a club name will be accepted. **There will also be a twenty-five dollar (\$25.00) charge if your paperwork is not turned in by May 4th, 2012**

CLUB OFFICERS INFORMATION

Please list the officers of your club, starting with the highest-ranking member.

Officer's Name	Office	E-Mail Address	Phone #

CLUB ADVISOR INFORMATIONS

Name of Club Advisor: _____ Department: _____

Title/Position: _____ Phone # _____

Advisor Signature: _____ Email: _____

CLUB MEETING/OFFICER ELECTION INFORMATION

Time of meetings: _____ Meeting Place (if known): _____

Month or Time Period for Election of Officers: _____

STATEMENT OF NON-HAZING

_____, in compliance with Inter-Club Council, Western State College, state and federal regulations, club members will not conspire to engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, mental anguish, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending this institution.

Signature of Club Officer/Representative

Date

STATEMENT OF COMPLIANCE WITH REGULATIONS

_____, hereby agrees that all active club members shall comply with all applicable College and campus policies and regulations and local, state, and federal laws.

Signature of Club Officer/Representative

Date

MISCELLANEOUS INFORMATION

Membership Dues (if applicable): _____

Would You Like A College Center Club Mail Box? _____ Yes _____ No

Will You Be Using Club Storage? _____ Yes _____ No

For Office Use Only

I.C.C. Approval Date of Club Proposal: _____ Date Form Was Received: _____

Official SGA Club Recognition Date: _____ Date Form Was Approved: _____

Signature of the I.C.C. Director: _____

FUND ALLOCATION FORM

Due: April 20, 2012

For all of the following questions, I need club's to fill out in thorough detail. This should include: When, Where, Who, What, and Why.

Please feel free to elaborate on more pages if space doesn't allow and attach anything that would prove legitimate answers or show involvement

- Mandatory Club Fair: *Circle*
1st-September 1st: Attended/Absent
2nd-October 28th: Attended/Absent
3rd-February 24th: Attended/Absent
4th-March 23rd: Attended/Absent
5th-April 20th: Attended/Absent
 - ❖ Awards Won (1st,2nd, 3rd) & Date→
- 1st Mandatory Club meeting (August 25,2011): Attend/Absent
- Homecoming Float at parade: Present/Not
 - ❖ Awards Won (1st,2nd, 3rd)→
- Ending Number of members:
- List of Activities/Competitions/Events including dates:

- List of Fundraisers include dates:

- Community Service:

- Bill Money allotted: Yes/No
 - If so How much:
- Beginning of year Club's Account balance:
- How much money do you need for next year and why (break down money)?

- Goals for next year (Events, Recruiting, Fundraising, etc)::