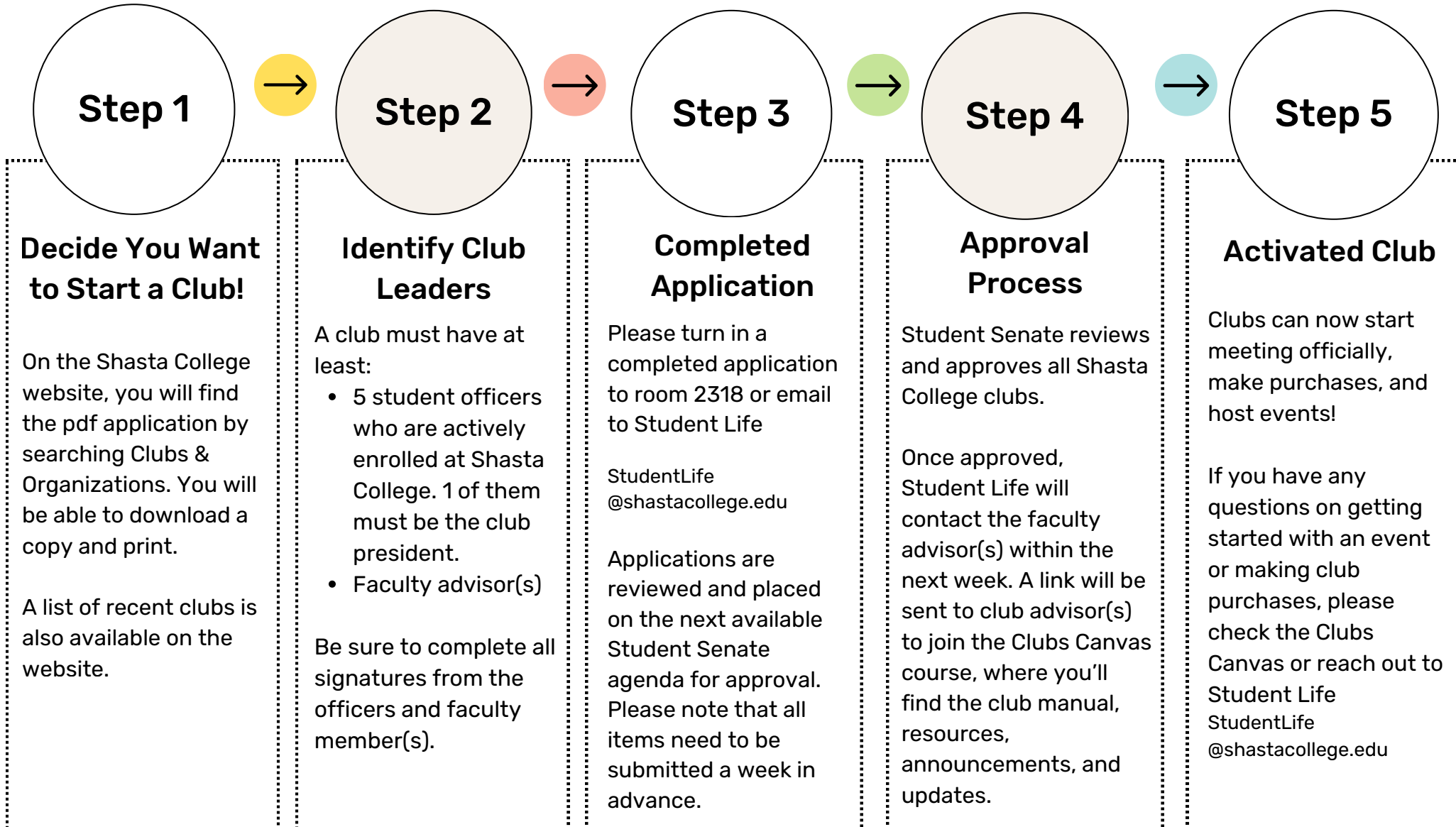


Starting/Renewing a Club at Shasta College

All student organizations (both new and continuing) will go through the application process each new school year. This flowchart outlines the steps to get your club started, from submitting the initial application to becoming fully active. Follow each step to ensure your club is approved and ready to meet, host events, and make purchases.



Shasta College Club Application

To be recognized as an active club at Shasta College, the following items must be submitted to Student Life each academic year. Clubs may not conduct any official business until approved by Student Senate and Student Life. REFERENCE: BP 5400 and AP 5400 for full details.

Club Application Checklist

All items below must be submitted for each academic year's certification or recertification.

☐ Club Information (Page 2)

- Club name, purpose, meeting information, advisor(s) information, and student officer information.
- All advisor(s) and student officers must sign.

☐ Advisor Agreement (Page 3)

- All advisors must sign agreement.
- Electronic or physical signatures accepted.

☐ Officer Agreement (Pages 4-5)

- All officers must sign.
- At least five (5) positions must be filled.
- Electronic or physical signatures accepted.

☐ Club Constitution (Sample attached)

- Required for all clubs.
- Submit new or revised versions of the constitution.
- If renewing the club from the previous year, please check the box on Page 2.

☐ Email completed packet to:

StudentLife@ShastaCollege.edu
Subject Line: Club Application

After Approval

Once approved:

- Officers and Advisors will receive a Canvas invitation.
- Joining the Clubs Canvas page is required.
- Important documents, updates, forms, and training materials are located there.

NOTE: All pages of this application must be fully completed when submitted. Incomplete packets will not be reviewed or accepted.

Shasta College Club Application

Club Name: _____ **Academic Year (Fall through Spring):** _____

☐ **Renewing Club:** Our club was approved and active during the previous academic year and would like to use our existing constitution. Clubs that have been inactive for one or more academic years must submit a new constitution.

Purpose/Mission Statement:

Meeting Information:	
Day of Week/Dates:	
Time:	Location:
Website (if applicable):	

Faculty Advisor Name:		
Phone:	Email: @shastacollege.edu	Signature:

Faculty Co-Advisor Name:		
Phone:	Email: @shastacollege.edu	Signature:

Club Officer Information: At least five (5) officer positions, including the President, must be filled by currently enrolled Shasta College students.			
Position Title	Full Name on Official Records	Student ID #	Signature: By signing below, I confirm that I am currently enrolled at Shasta College.
President (Required)			
Vice President			
Secretary			
Treasurer			
Other:			
Other:			
Other:			

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Shasta College Club Application

STUDENT CLUB ADVISOR AGREEMENT

Serving as a club advisor is voluntary and plays an important role in supporting student leadership at Shasta College. Advisors help ensure that clubs operate responsibly, safely, and in accordance with college policies.

Please review the Student Club & Organization Advisor responsibilities listed below before signing.

Advisor Responsibilities

As a club advisor, you agree to:

- Serve as the official college representative for the club.
- Attend official club meetings where motions are made, actions are taken, and minutes are recorded. Meetings must be scheduled at times agreed upon by the advisor and student members.
- Be present at official field trips and activities.
- Ensure club activities comply with State Education Code, District policies, and college guidelines.
- Guide officers in understanding and fulfilling their roles, support student leadership development, and promote responsible decision making.
- Help maintain continuity by ensuring constitutions, minutes, and club records are kept.
- Help ensure the safety and welfare of students during meetings and events.
- Guide officers and applicable club members through training designated by District.

Financial Oversight

Advisors share responsibility for ensuring that all club funds are properly handled:

- All funds must be deposited with the Shasta College Business Office.
- Off-campus bank accounts are not permitted, and failure to deposit funds appropriately may result in legal action.

When approving purchases, advisors must ensure:

- A club officer has also signed the requisition.
- The expense was approved in meeting minutes.
- Meeting minutes and quotes are attached.
- The expense complies with college policy.

Additional Acknowledgements

- Serving as an advisor is voluntary and does not include compensation, load credit, or release time.
- Advisors are designated Campus Security Authorities (CSA) and are required to report suspected crimes or suspicious activity. This designation may include training that is a requirement to complete.
- Advisors are required to complete all required club trainings, including the Hazing Prevention Training, within three (3) months of the club becoming active. Additional trainings may be required throughout the academic year.
- Advisors agree to contact Student Life with any concerns.

By signing below, you confirm that you have read this agreement and agree to abide by all applicable Board Policies, Administrative Procedures, and college guidelines.

Student Organization Name

Academic Year as Advisor

Faculty Advisor Name (Print)

Faculty Advisor Signature

Date

Faculty Co-Advisor Name (Print)

Faculty Co-Advisor Signature

Date

NOTE: All pages of this application must be fully completed when submitted. Incomplete packets will not be reviewed or accepted.

Shasta College Club Application

STUDENT CLUB OFFICER AGREEMENT

Serving as a club officer is a leadership role and carries responsibility. Officers work with their advisor to ensure the club operates in accordance with college policies and have a minimum of five (5) officers sign.

Please review the Student Club & Organization Officer responsibilities listed below before signing.

Officer Responsibilities

As a club officer, you agree to:

- Serve as a representative of your club and liaison with Student Life.
- Work cooperatively with the advisor and fellow members.
- Attend official meetings and activities regularly.
- Help ensure club activities follow college policies and procedures.
- Support other officers in fulfilling their roles.
- Maintain accurate meeting minutes and organizational records.
- Help ensure continuity from year to year.

Financial Responsibility

Officers share responsibility for proper handling of club funds:

- All funds must be deposited with the Shasta College Business Office.
- Off-campus bank accounts are not permitted, and failure to follow financial procedures may result in legal action.

When requesting purchases, officers must ensure:

- The expense was approved in meeting minutes.
- Meeting minutes and quotes are attached to the Purchase Requisition provided by your advisor.
- The request complies with college policy.

Additional Acknowledgements

- Serving as an officer is a voluntary position. Club funds may not be used to pay or compensate club members or officers.
- Officers are required to complete all required club trainings, including the Hazing Prevention Training and Club Manual training, within three (3) months of the club becoming active. Additional trainings may be required throughout the academic year.
- If any officers change during the academic year, newly elected or appointed officers must complete and sign this agreement.
- Officers agree to contact Student Life with questions or concerns.

Please sign on Page 5

NOTE: All pages of this application must be fully completed when submitted. Incomplete packets will not be reviewed or accepted.

Shasta College Club Application

STUDENT CLUB OFFICER AGREEMENT CONTINUED

By signing below, you confirm that you have read this agreement and agree to abide by all applicable Board Policies, Administrative Procedures, and college guidelines. The President position is required. Additional positions may include, but are not limited to, Vice President, Secretary, Treasurer, and any additional positions established by the club constitution.

Student Organization Name

Academic Year as Officers

Print Name: _____

Officer Position: President

Signature: _____

Date: _____

Print Name: _____

Officer Position: _____

Signature: _____

Date: _____

Print Name: _____

Officer Position: _____

Signature: _____

Date: _____

Print Name: _____

Officer Position: _____

Signature: _____

Date: _____

Print Name: _____

Officer Position: _____

Signature: _____

Date: _____

NOTE: All pages of this application must be fully completed when submitted. Incomplete packets will not be reviewed or accepted.

For a digital copy please email StudentLife@ShastaCollege.edu

SAMPLE STUDENT CLUB CONSTITUTION TEMPLATE

(Students can copy, rename, and edit)

[Club Name] Constitution

Shasta College

Academic Year: [Fall–Spring Year]

Article I: Name

The name of this organization shall be:

[Full Official Club Name]

Article II: Purpose

The purpose of this club is to:

- [State primary goal clearly and simply]
- [List any additional goals or activities]
- Support student engagement at Shasta College.

This club will operate in accordance with all Shasta College policies and procedures.

Article III: Membership

Membership is open to any full or part-time student, or employee of Shasta College.

Members are expected to:

- Attend meetings regularly
- Support the purpose of the organization
- Follow college policies and the Student Code of Conduct

Article IV: Officers

The officers of this club shall include:

- President
- Vice President
- Secretary
- Treasurer
- ICC Representative
- [Optional additional officer roles]

Officer Duties

President

- Presides over meetings
- Serves as primary student contact

Vice President

- Assists the President
- Assumes duties in the President's absence

Secretary

- Records meeting minutes
- Maintains club records

Treasurer

- Tracks club budget
- Assists with financial paperwork and requisitions

ICC Representative

- Attends ICC meetings
- Shares information with club members

For a digital copy please email StudentLife@ShastaCollege.edu

Article V: Elections

Officers shall be elected by a majority vote of active members.

Elections will be held:

- [Month or timeframe]

Officers serve for one academic year unless otherwise determined by the club.

Article VI: Meetings

Meetings will be held:

- [Weekly / Biweekly / Monthly]
- At a time agreed upon by members and the advisor

A quorum shall consist of at least [number, typically 5] active members.

Article VII: Faculty Advisor

The club shall have:

- One (1) full-time faculty advisor
OR
- Two (2) part-time faculty advisors

The advisor must be present at official meetings and activities.

Article VIII: Finances

All funds raised or collected by the club must be deposited with the Shasta College Business Office. Off-campus bank accounts are not permitted.

All expenditures must:

- Be approved by club vote
- Be recorded in meeting minutes
- Follow Shasta College policies and procedures

Article IX: Amendments

This constitution may be amended by a majority vote of active members during a regular meeting.

Any approved amendments must be submitted to Student Life.