



Club Information Packet

All student clubs and organizations must submit a Club Information Packet each semester they are active. Unless otherwise noted, all forms are required.

Please note that all information, except for signatures, must be typed. Handwritten forms will not be accepted. In addition, live (or “wet”) signatures are required. Digital or electronic signatures will not be accepted.

FORMS AND REQUIREMENTS CHECKLIST

Attend a Club Officer Workshop

The Club President and Treasurer must attend a Club Officer Workshop held by the Center for Student Life and Leadership Development (CSLLD). Club Advisors and other club members are also invited to attend, but not required. Any club member who will be involved in planning events on campus is highly encouraged to participate in this workshop. Please check with the CSLLD for the current list of workshop dates and times.

Club Information form

General information about the club, including a description of the group, a list of officers, primary advisor, meeting day/time and location, and any social networking (Facebook, Twitter, etc.) links.

Advisor Agreement form

Outlines the responsibilities of the club’s advisors and indicates the advisor’s agreement to adhere to them. If your group has multiple advisors, each advisor must complete an Advisor Agreement form.

Additional Club Advisor form (optional)

Designate additional club advisors for your club or organization.

Club Account Authorized Signatures form

Must be completed by each club in order to establish and/or continue an on-campus financial account.

Meeting Room Request form

Request a room for club meetings. A new request must be submitted each semester.

If there are any questions regarding this packet or any of the required documentation, please contact the CSLLD.

Club Information Form

This form must be completed and submitted to the Center for Student Life and Leadership Development (CSLLD) each semester in order for a student club or organization to maintain active status.

Name of Club _____

Meeting Day	Meeting Time	Meeting Location

Groups must meet at least once a month in order to maintain active status. Meetings must be held on campus and must be open to all students. Meetings may not be held during a class session. Groups must submit an Meeting Room Request Form (included) to the CSLLD to secure a meeting location.

Club Description — Please briefly describe your club. This will be used on the CSM Clubs website to provide an idea of what your group is about.

Advisor Information

Please include the name, contact information, and signature of the group's **primary** advisor. Groups may designate additional advisors by submitting the Additional Advisor Form to the CSLLD. An advisor must attend all club meetings, events, or other club-sponsored activities. Additional information for Club Advisors is available in the Club Handbook, available from the CSLLD and online at <http://collegeofsanmateo.edu/clubs>.

Advisor Name	Phone	Date

Advisor Signature	Email	Office Bldg/Rm

Officers and members must be listed on the following page in order for this form to be considered complete.

Online and Social Media — Please provide links to your club's website, Facebook page, Twitter feed, or other social media. This information will be included on the CSM Clubs website to provide interested parties additional ways to connect with your club.

Website _____

Facebook _____

Twitter _____

For Center for Student Life use only

Student Life and Leadership

Manager Approval _____ Date _____

Club Advisor Agreement

Serving as an advisor to a student club or organization is a very rewarding and enriching experience. Advisors provide guidance, direction, knowledge, and experience to students groups. In turn, advisors are given the opportunity to interact with students outside of the classroom while contributing to student success and retention.

A copy of this form must be completed by **each** of the group's advisors. Club advisors should review the CSM Club Handbook (available at <http://collegeofsanmateo.edu/clubs>) in order to become familiar with the policies, procedures, and other requirements for student clubs and organizations. It is the responsibility of the club advisor(s) to ensure that club activities, including meetings, events, and off-campus activities, adhere to the Education Code, Board Policies and Procedures, and District, College, and Associated Students guidelines, policies, and procedures.

By agreeing to serve as an advisor for _____ club, I commit to working with club members to achieve their goals while upholding State, District, and College requirements; fulfilling the requirements outlined below; and adhering to the policies and procedures outlined in the CSM Club Handbook. I agree to contact the Center for Student Life and Leadership Development (CSLLD) if any problems arise or if I am unable to continue to serve as an advisor.

I agree to **(please initial next to each item)**:

- Be at all club meetings or arrange for another club advisor to attend meetings in my absence.
- Attend, or arrange for a college employee to attend, all club-sponsored events, activities, and programs, including off-campus travel.
- Provide guidance and support for club members.
- Act as a signatory on club expenditures.
- Along with club officers, ensure that any and all funds are properly collected and submitted to the CSLLD for deposit into the club's account. No off-campus accounts are permitted.
- Ensure the proper distribution of club funds.
- Help maintain communication between club officers and club members.
- Assist in maintaining the continuity of the club or organization.
- Ensure communication between the club and the CSLLD.
- Report violations of the Student Code of Conduct to the CSLLD.

Advisor Name (print)

Advisor Signature

Date

Additional Club Advisor Form

This form is to be used to designate additional full-time or part-time faculty and/or staff as advisors to a recognized College student club or organization. By completing this form, the undersigned agree to serve as advisors for the indicated student organization. Co-advisors may sign club paperwork for events and financial matters. Additional club advisors may monitor club events, but may not sign club paperwork for events or financial matters.

Club Name _____
Primary Advisor (please print) _____ Club President (please print) _____

Co-Advisor

Name _____
Extension _____ Email _____
Signature _____ Date _____

Additional Advisors

Name _____
Extension _____ Email _____
Signature _____ Date _____

Name _____
Extension _____ Email _____
Signature _____ Date _____

Name _____
Extension _____ Email _____
Signature _____ Date _____

Club President Signature _____ Date _____
Primary Advisor Signature _____ Date _____

Club Account Authorized Signatures Form

This signature form must be submitted to the Center for Student Life and Leadership Development (CSLLD) each semester (not including summer sessions) in order for a club account or trust account to remain active. If this signature card is not submitted within three (3) weeks after the start of each semester, the club or trust account shall be frozen.

Club/Trust
Account Name _____ Semester _____

Primary Advisor/Trustee

Name
(print) _____ Signature _____

Email _____ Phone _____

Office
Number _____

Alternate Advisor

(For Club Accounts: An Additional Advisor Form must be on-file with the CSLLD naming this person as an additional advisor)

Name
(print) _____ Signature _____

Email _____ Phone _____

Office
Number _____

Club President

Name
(print) _____ Signature _____

Email _____ Phone _____

G# _____

Club Treasurer

Name
(print) _____ Signature _____

Email _____ Phone _____

G# _____

For Center for Student Life and Leadership Development Use Only

Student Life and
Leadership Manager

Date

Meeting Room Request Form

This form is to be used by student clubs and organizations to request a meeting room. This form must be submitted each semester or each time a club wishes to change its meeting day/time or location. No meeting room will be considered officially reserved until written verification is provided by the Center for Student Life and Leadership Development.

Club/Group

Name _____

Requestor

(student) _____

G-Number _____

Requestor

Email _____

Requestor

Phone _____

Advisor

Name _____

Advisor

Phone _____

Advisor Email _____

Facility

Requested _____

Day(s) _____

Start Date _____

End Date _____

Start Time _____

End Time _____

Groups agree to:

- Return the meeting room to the state in which they found it (i.e., return chairs and desks to their original positions, etc.)
- Clean up any spills, messes, or other issues. Where appropriate, groups will contact Facilities for clean up.
- Immediately report any issues with the room or the equipment in the room to the Center for Student Life and Leadership Development.
- Secure the room after use.

The undersigned advisor (or their faculty/staff designee) agrees to be present during the times of use listed above for the requested facility and accepts full responsibility for its proper use and supervision.

Advisor Signature

Date

Student Signature

Date

Student Life and Leadership Manager Signature

Date

For use by the Center for Student Life and Leadership Development staff only:

Room confirmed by _____

Date _____