

Formation of Clubs and Organizations

The Associated Student Government (ASG) provides assistance and approval to individuals and/or groups interested in forming clubs and organizations on campus. In addition, it provides resources to clubs that become sanctioned by the ASG. Examples of resources that might be required for a new club include: access to computers in the ASG Office for preparing posters or meeting agendas for upcoming events, assistance in contacting the appropriate College services when planning club activities, initial funding and help with setting up or cleaning up after a club event.

How to become an ASG Sanctioned Club or Organization

For a group to become sanctioned by the college, the following form must be completed and submitted to the ASG office for review. The ASG Office is currently located in Columbia Hall, room 115. ASG officers may be able to help clubs with planning events, fundraisers, services and/or activities. Please stop by the ASG office and ask for assistance.

How to Handle Club Finances

Club finances are managed by the Business Office. Once a club is recognized and sanctioned, an account will be set up in the accounting software to track revenues and expenses. The account information will be given to the club advisor, the club president and the Student Services cashier. Whenever money is received by the club, it will be taken directly to the Student Services cashier for deposit and a receipt will be generated.

When purchases are made by a sanctioned club, a requisition must be generated in the accounting system by the club advisor. The requisition will be electronically routed for appropriate signatures. A check or purchase order will be generated from the requisition request for payment. It is recommended that the club treasurer and/or president visit the ASG Office and the Business Office (Towler Hall, room 205) for details regarding this procedure.

Club Advisor – Responsibilities

The club advisor is in charge of all activities planned by the club they advise. Advisor responsibilities vary according to the activities planned by the club.

The Advisor:

- Is responsible for club activities, programs, and personnel, seeing that events and programs conform to the educational purposes of the College.
- Attends club functions to supervise and maintain College facility use.
- Encourages and counsels club members to maintain their academic responsibilities.
- Assists in the planning, supervision, and coordination of club events.

It is the policy of Clatsop Community College that there will be no discrimination or harassment on the grounds of race, color, gender, marital status, religion, national origin, age, sexual orientation, gender identity or expression or disability in any educational programs, activities, or employment. Questions or complaints should be directed to Leslie Hall, Affirmative Action/Gender Equity (Title IX) Officer in Towler Hall, Suite 110, 503-338-2450; TDD 503-338-2468. The Title II/Section 504 Coordinator, Lisa Deneen, is located in Towler Hall, Suite 312, 503-338-2474.

Please return the attached Associated Student Government Club Development Proposal form to the ASG Office or the Dean of Student's Office (Columbia Hall, Room 115) for processing.



Associated Student Government Club Development Proposal

Date _____

Club name _____

Advisor Name(s) _____ Phone/email _____

*President _____ Phone/email _____

*Vice President _____ Phone/email _____

*Treasurer _____ Phone/email _____

Other position _____ Phone/email _____

Other position _____ Phone/email _____

**You are required to have these positions filled. Please note that one individual may hold multiple positions.*

1. Describe the purpose/intent of the proposed club.

2. Explain how the student body will benefit from this club/activity.

Recognized clubs must have an advisor who is a member of the faculty or staff of Clatsop Community College.

Advisor's written endorsement required: _____

I understand the role of club advisor and accept responsibility for advising this club.

Advisor _____
Print name *Signature* *Date*

Complete and return this form to the Dean of Student's Office in the Columbia Hall, Room 115.