

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 assistance and 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. ASG officers may be able to help clubs with planning events, fundraisers, services and/or activities. Please stop by the ASG office or email asg@clatsopcc.edu for more information.

How to Handle Club Finances

Club finances are managed by the Business Office (Towler Hall, room 205). 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 for details regarding this procedure.

Club Advisor – Responsibilities

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

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.

Please complete this form in its entirety and return to the Office of the Vice President for Student Success (Columbia Hall, Room 115) for processing.

Clatsop Community College is an affirmative action, equal opportunity institution. ADA accessible. For the complete Non-Discrimination and Accommodations statements, please visit <https://www.clatsopcc.edu/ada>.

Clatsop Community College es una institución de igualdad de oportunidades y de discriminación positiva. Para las declaraciones completas de No-discriminación y de Ayuda a las personas discapacitadas, por favor visite <https://www.clatsopcc.edu/ada>.



Associated Student Government Club Development Application

Proposed club name: _____

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

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

Officers

- Clubs must have at least three officers who are current CCC students. (Suggested officer positions: President, Treasurer, Secretary)
- At least one club officer must attend an ASG meeting to propose the club development.

Name:	Student ID:	Email address:	Phone number:	Position:

If club officers or advisors change over the school year, please contact the Office of the Vice President for Student Success in Columbia Hall, room 115 or at studentsuccess@clatsopcc.edu.

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

Advisor(s) name(s): _____

Advisor(s) signature(s): _____

Application Received:
 Date: _____
 Initials: _____

Approved by ASG:
 Date: _____
 Initials: _____