



# Associated Student Government Club Development Application

*Please complete this form in its entirety and submit it digitally to [asg@clatsopcc.edu](mailto:asg@clatsopcc.edu) or in-person to the ASG Office, Columbia Hall, Room 117.*

## Formation of Clubs and Organizations

The Associated Student Government (ASG) plays a vital role in supporting the formation and longevity of clubs and organizations at CCC. ASG is responsible for granting assistance and approval to individuals and groups interested in forming clubs and organizations on campus. In addition, ASG offers resources and support to clubs that become sanctioned. For new clubs, ASG can assist with various tasks, including contacting appropriate college services when printing club flyers, planning club activities, submitting One-Time Club Funding Requests, and setting up or cleaning up after a club event. ASG officers are also available to share advice on how to run a successful club, recruit new members, and promote fundraisers, services, and/or activities. Please stop by the ASG office in Columbia Hall 117 or email [asg@clatsopcc.edu](mailto:asg@clatsopcc.edu) for more information.

## How to Handle Club Finances

Club finances are managed by the Business Office (Library, 1st Floor). Once a club is recognized and sanctioned, a club account will be set up to track revenues and expenses. To be granted funds by ASG, a club must submit the following document: One-Time Club funding Request (also referred to as requisition). ASG is happy to provide this form upon demand. This form includes in-depth directions, and ASG is always available to provide further clarification. **It is important to note that ASG must approve a One-Time Club Funding Request before the club makes said purchase. Also, a sanctioned club cannot receive the reimbursement without a receipt or invoice submittal.**

## Club Advisor – Responsibilities

Sanctioned clubs must have an advisor who is a faculty or staff member of Clatsop Community College. The advisor is in charge of all activities planned by the club they advise, and their responsibilities and engagement vary according to the activities planned by the club.

The Advisor:

- Responsible for all club activities, programs, and personnel to ensure that clubs conform to the college's educational purposes.
- Remains informed on club ongoings
- Serves as the liaison throughout the One-Time Funding Request process.
- Encourages and counsels club members to maintain their academic responsibilities.
- Assists in planning, supervising, and coordinating club events to maintain college facility use.

*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>.*



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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: |
|-------|-------------|----------------|---------------|-----------|
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**If club officers or advisors change over the school year, please promptly contact ASG at [asg@clatsopcc.edu](mailto:asg@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: \_\_\_\_\_