

2018-19 CLUB ORIENTATION

The Associated Student Council embraces student clubs and organizations and is committed to supporting them. Please read through this club orientation document, designed to help you be successful, and then sign, date and submit this form, along with your charter and a plan for your event, to be officially recognized for the 2018-19 academic year:

1. Because of the turnover of students at a 2-year college, all clubs are required to re-charter each year and to submit a plan for an event that will benefit the campus community or community at large. Please see Club Guide at <http://www.pencol.edu/student-government-asc/clubs-organizations>.
2. Clubs are asked to publicize their meeting times. Please use the Clubs Bulletin Board in the Pirate Union Building to post a flyer about your club that includes your meeting times, dates and locations.
3. You are required to hold no fewer than three official meetings per quarter. An official meeting includes a quorum (see club guide). The minutes of your meetings should be submitted to the ASC. Clubs failing to meet, or submit minutes, may be declared inactive and thus ineligible for funding or securing meeting spaces.
4. **Please do not spend any money without prior approval from the ASC.** Club representatives are asked to submit requests in writing, and also in person when possible, to the ASC. The ASC meets weekly on Tuesdays at 12:40 in the ASC Conference Room.
5. Clubs do not have budgets. The ASC has a fund it uses to grant funding requests from clubs. Our club budget is typically around \$6,000, shared by all clubs. We currently have 15 clubs.
6. Please do not move forward on a fund-raising plan without prior approval from the ASC. The State of Washington and Peninsula College have fund-raising guidelines that are pretty restrictive (see Club Guide).
7. Some clubs do hold fund-raisers, but it's important to know that club funds, along with ASC funds, typically do not carry forward from year to year. We encourage you to focus on this year's club members and activities.
8. Please work with your advisor, with our business office staff, and with our Student Life staff to help you follow procedures on travel, purchasing, campus room reservations, event-planning and posting of materials.
9. Please consult our Marketing Department prior to opening a social media site representing your club.
10. Please refer to the Club Guide for further details about how to be a successful club, as well as responsibilities of a club advisor and other useful information.

CLUB ADVISOR

Signature Printed name Date

CLUB OFFICER

Signature Printed name Position Date