ICC Orientation

Fall 2021
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Important Links

- **Inter-Club Council Forms**
  This page includes all important documents.

- **Club Handbook**
  This should be read by all club officers.

- **Club Application**
  Submit EVERY SEMESTER

- **Activity Petition**
  This must be submitted before all club events.
Club Roles & Responsibilities

- Advisor
- President
- Vice President
- Treasurer
- Secretary
- ICC Representative
Advisor

- Faculty/Staff member on campus
- Assist with developing club’s goals
- Are involved with club planning and activities
- Ensure officers are carrying out their duties

*Prior semesters, Advisors were required to join each club meeting - they no longer need to do so*
President

- Prepares agenda for each meeting
- Plans activities/events
- Appoints committees for activities
- Collaborates regularly with advisor(s)
- Delegates tasks and ensures officers fulfill their duties
Vice President

- Succeeds President position if needed
- Works with President to plan activities/events
- Manages club binder
- Ensures submission of Mid-term and End-of-Semester reports

(Augustine)
Treasurer

● Keeps track of club finances

● Collaborates with VP in ensuring club binder is up-to-date with regards to financial documents

● Processes deposits and financial forms
  ○ Deposits, reimbursement requests, purchase orders, etc.
Secretary

- Arranges activity and meeting places
- Sends out agendas to club members
- Records club minutes
ICC Representative

- Attends required ICC meetings and takes notes
- Represents club’s interest in the ICC
- Disseminates info from ICC meetings to club
- Is responsible for having a substitute attend ICC meeting or for notifying ICC director of absence, if necessary
Application Process

1. Must have a minimum of 3 officers
   a. President
   b. Treasurer
   c. ICC Representative

2. Submit Online Application

3. Submit Financial Code and Advisor Forms

4. Attend ICC Orientation/meeting
What is Inter-Club Council?

Function:

- Coordinate inter-club activities and funds
- Promote communication and cooperation among clubs
- Support club activities
- Support ASHC
Club Activities

Purpose:
To build communities and foster leadership

- Meetings
- Club events
- ASHC Events
- Reports
Individual Club Meetings

- Officers should collaborate to decide on a meeting time, days, and location
  - “Game” Room in OSL
  - Discord (discourage use)
  - Google Hangouts (Hartnell student accounts)
- An AGENDA should be created and sent to club members for each meeting (important forms web page)
- Club MINUTES (meeting notes) should be recorded by Secretary
- This is the time to discuss ideas and plan for events
Club Events

● An Activity Petition for an event should be submitted at least 2 weeks prior to the event
  ○ 3+ weeks is recommended (Secretary)

● This is accompanied by a Facilities Request Form and (optional) Technical Checklist Form

● Events should be fun, educational, and/or philanthropic (and should follow school Code of Conduct).
ASHC/ Inter-Club Events

- Assisting ASHC Events (Halloween, NHM, for example)
- ASHC hosts various events on campus throughout the semester
- One of the responsibilities of clubs is to support these ASHC events
- May be preferable as multiple clubs will have more hands and resources
- Offer opportunity to build community between clubs
Reports (Augustine)

- **Two reports must be submitted by each club**: (Vice President)
  - Mid-Semester Report
  - End-of-Semester Report
- These reports should detail events held or participated in by the club
- They should also include the results of, or plans for the club’s community/campus service projects
- Include any other plans
Club Binder

Optional:

- Can make keeping track of club activities and finances easier
- Can make it easier to submit reports
- Can remind your club of its achievements
- Can be of great help to future officers of your clubs
- Consider starting one if your club does not already have one
ICC 2x Month Meetings

- ICC Representative must attend every meeting
- [Agenda Item Request Form](#)
- Solidify dates/times
  - Wed., October 20th at 2pm
  - Wed., November 3rd at 2pm
  - Wed., November 17th at 2pm
  - Wed., December 1st at 2pm
Events, Food, and Fundraising Process

https://www.hartnell.edu/students/osl/

● Food that is to be handmade, may only be cooked in the Hartnell College Cafeteria.
  ○ ServSafe Certificate

● If you want cupcakes, pizza (snacks), they do not need to be purchased through vendor; only if it's hot plates (large meals), etc.

***Email Activity Petition Form, Technical Checklist, & Facilities Request to falvarez@hartnell.edu
Upcoming OSL & ASHC events

- Club Rush (Thursday, Oct. 14, 10am-1pm)
- Halloween (Thursday, Oct. 28, 11am-1pm) -- dessert? games?
- Dia de los Muertos (Tuesday, Nov. 2) -- poetry reading, club ofrendas (contact OSL for supplies)

**Hartnell Athletics**
- Women’s Volleyball vs. MPC, Wednesday October 20th at 6:30pm
- Men’s Soccer vs. Foothill, Friday October 22nd at 4pm
- Women’s Soccer vs. SF, Tuesday October 26th at 4pm
- Football vs. MPC @Rabobank Stadium, Saturday November 6th at 6pm
QUESTIONS?

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