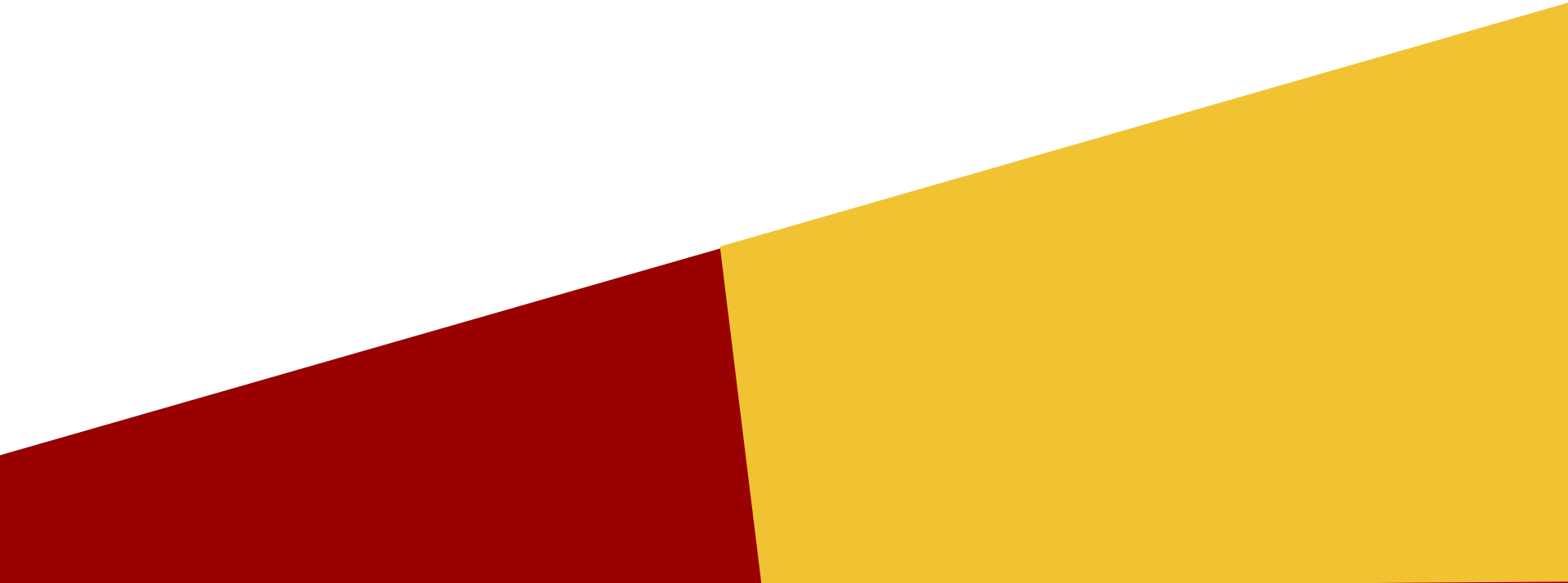


# Hartnell Guide to Clubbing



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ALL items are clickable!

- [Important Links](#)
- [Club Roles](#)
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- [Inter-Club Council](#)
- [Club Activities](#)
- [Club Binder](#)

# Important Links:

- [ICC & Student Clubs](#)

This page contains all important documents.

- [Club Handbook](#)

This should be read by all club officers and advisors.

- [Club Application](#)

This must be completed every semester.

- [Activity Petition](#)

This must be submitted before all club events.



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# Club Roles:

**Advisors**

**President**

**Vice President**

**Treasurer**

**Secretary**

**ICC Representative**



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# Advisors

- Assist with developing club's goals
- Are involved with club planning and activities
- Ensure officers are carrying out their duties
- Are present at club meetings
  - At least one faculty member must be present at club meetings.



# President

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



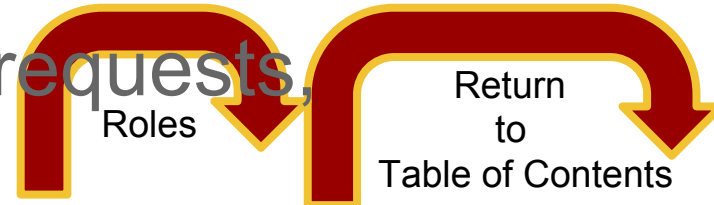
# Vice President

- 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



# 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
  - (i.e. facilities requests)
- Sends out agendas to club members
- Records club minutes
- Processes activity petitions



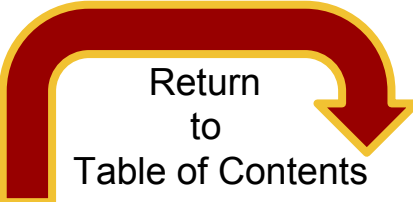
# ICC Representative

- Attends 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 minimum 3 officers and 1 faculty advisor
  - a. President
  - b. Treasurer
  - c. ICC Representative
  
1. Submit [Online Application](#)
  - a. Must be completed every semester
  
1. Officer Orientation
  
1. Submit completed forms:
  - a. [Advisor Agreement](#)
  - b. [Financial Code Agreement](#)

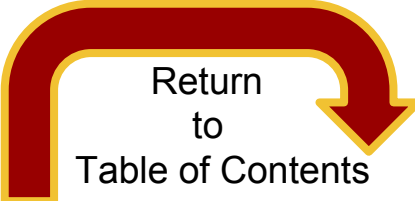


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# Inter - Club Council

## Function:

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



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# Clubs Activities

Purpose:

To build communities and foster leadership

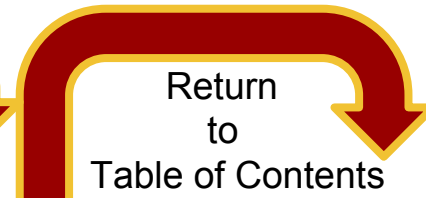
**Meetings**

**Club Events**

**Inter-club Events**

**ASHC Events**

**Reports**



# Meetings

- Officers should collaborate to decide on a meeting time, days, and location
  - Submit a facilities request if applicable
- An agenda should be created and sent to club members for each meeting (**President and Secretary**)
- Club minutes (notes) should be recorded (**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**)
- See Club Handbook for specifics or contact ICC director as there may be additional forms or requirements for certain events (**President and Vice President**)
- Generally, events should be **fun**, educational, and/or philanthropic (and should follow school code of conduct).



# Inter - Club Events

- Operate the same as individual club events
- May be preferable as multiple clubs will have more hands and resources
- Offer opportunity to build community between clubs
- And for members to practice interpersonal and leadership skills





# ASHC Events

- ASHC is in charge of hosting various events on campus throughout the semester
- One of the responsibilities of clubs is to support these ASHC events
- The more one puts into helping (and asking questions) at these events, the more one will grow confident and capable of hosting individual or inter-club events



# Reports

- 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 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



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