Hartnell Guide to Clubbing
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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.
Club Roles:

- Advisors
- President
- Vice President
- Treasurer
- Secretary
- ICC Representative
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
Inter-Club Council

Function:

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

Purpose:
To build communities and foster leadership

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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
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