Reactivating an Inactive Club Workshop

Fall 2021
09/28/2021
Agenda

Step 1: Meet with Fellow Club Members

Step 2: Define Club Roles & Mission

Step 3: Fill Out FALL 2021 CLUB APPLICATION FORM

Step 4: Email Financial Code Form, Advisor Role Form, Club Name

Step 5: Important Dates
What does an Inactive Club mean?

- Reactivating an inactive club means that we currently have an account set up for your club of interest (i.e., Spanish club) - you are just needing to confirm that you are willing to reactivate the account.
- If you are interested in starting a new club, you will need to follow a similar process.
Step 1: Meet with fellow club members!

- After this workshop, we will send an email to all individuals who are interested in reactivating a similar club.
- For example, if you are interested in reactivating the Business Club, we will get you all in touch with individuals who are also interested in restarting the Business Club.
- For those who filled out multiple clubs of interest, expect to receive separate emails for each club.
Step 2: Define Roles & Mission

- Decide who will be your club President, Treasurer, ICC Representative, and Faculty/Staff Advisor in order to start club.
- Other roles can be defined at a later time.
- Define your club’s mission/description (make it what YOU want it to be).
- Club roles and responsibilities will be attached to your email.
Step 3: Fill out the FALL 2021 CLUB APPLICATION

This form will need to be filled out EVERY SEMESTER by your club PRESIDENT:

- Club name & mission statement
- President
- Vice President (does not have to be finalized)
- Secretary (does not have to be finalized)
- Treasurer
- ICC Representative
- Club Advisor (Faculty/Staff)
- Indicate that you are Reactivating a Club

If you are still in the process of locating any role, please let us know!
Step 4: Email your club’s **signed** Financial Code and Advisor forms to falvarez@hartnell.edu

Email:

- Enter in Subject: “[Club Name] Financial and Advisor Forms”
- President Name
- Signed **Financial Code** (main roles will need to sign)
- Signed **Advisor Role Form**

**GABINO IS NO LONGER ICC DIRECTOR**
Step 5: Important Dates

- **Thur., October 7th.** *Please submit* Club Application Form, signed Financial Code and Advisor Form.
- **Wed., October 13th (time TBD).** *First ICC Orientation* with all clubs.
- **Thur., October 14th.** *Club Rush 2.0.* If you missed the first club rush earlier in the semester, you have an opportunity to market your clubs, find new members, and sign up for more clubs!
- **Week of October 18th.** *Second ICC Orientation/First ICC Required Meeting.* We will solidify required ICC bi-weekly meeting dates and conduct a second orientation for those who created clubs after the Club Rush 2.0.
Questions?

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