



# ICC Orientation

Fall 2021

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# Important Links

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- [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
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# Advisor

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- 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

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- 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

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- 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

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- 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

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

# ICC Representative

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- 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
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# What is Inter-Club Council?

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## 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](#)
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# Individual Club Meetings

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- 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

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- 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

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- 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)

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- **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

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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

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- 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

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- 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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