



Reactivating a New Club Workshop

Fall 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: Attend ICC Orientation

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 missions/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
- Signed Advisor Role Form

GABINO IS NO LONGER ICC DIRECTOR

Step 5: Attend ICC Orientation

- Deadline to submit Club Application Form, signed Financial Code and Advisor Form is Tuesday, October 5.
- We will have our official ICC Orientation with all clubs Wednesday, October 13th.
- We will solidify required ICC bi-weekly meeting dates and times to begin week of October 18, solidify roles and functions, go over fundraising/event steps, and answer any questions moving forward.

Thank you!

Forrest Alvarez, OSL Program Assistant
(831) 759-6043

falvarez@hartnell.edu



HARTNELL COLLEGE

ICC