



PALOMAR COLLEGE
The Office of Student Affairs
Room SU-201

CLUB REINSTATEMENT PACKET

The Club Reinstatement Packet must be completed by the 4th week of the Fall (Friday, September 23, 2011) and Spring semesters (Thursday, February 16, 2012). Once completed the packets are turned into the Office of Student Affairs (SU 201) where they are audited. If all the information has been provided as requested, the Club will be approved. At this time a Club Informational Packet will be placed in your Club mailbox in SU 201. The Club Guidebook is listed on line under ICC. If you have any questions or concerns about the information in the Guidebook or Packet, contact the Office of Student Affairs.

REMEMBER – Club points are not awarded until the Club has been approved for Reinstatement. The sooner you get the Packet into the Office of Student Affairs; the sooner you will be gathering points for your club. Club points equal to \$\$\$\$.

The staff in the Office of Student Affairs is ready to answer your questions and to assist you with your projects/events.

**Palomar College
Associated Student Government
Inter-Club Council Membership Form**

The Inter-Club Council (ICC) is made up of one representative from each reinstated club on campus. The ICC is the networking council the clubs. The ICC meetings are on Tuesdays during the Fall and Spring semester in SU 204 from 12:30 pm – 2:00pm. In order to comply with the Associated Students of Palomar College Bylaws, clubs that wish to become members of the ICC must complete this form and return it to the Office of Student Affairs.

Becoming an ICC member is a requirement to receiving ICC points throughout the semester. In order to maintain ICC membership, club representatives may not miss more than 3 consecutive ICC meetings per semester. If more than 3 consecutive ICC meetings are missed by a club representative, membership in the ICC will end; however, points earned during ICC membership will stand. No points can be accrued after membership ends. To regain ICC membership, a club representative must attend 2 consecutive ICC meetings and then points may start accruing again.

Benefits of belonging to the ICC: Networking opportunities throughout the campus, ASG Monetary Request opportunities, Opportunity to be part of the ICC Points Program, Free duplication services with current Activity Card, Use of the Diversity Club Room, Use of the Club Hub, Officer training, ability to participate in the ICC Club Points Program and additional benefits added during the semester. This form must be on file in the OSA before benefits are extended to the club.

_____ is a reinstated club at Palomar College
and would like to become a member of the Inter-Club Council.

Club President's Name

Signature

Email address

Club Advisor's Name

Signature

Email Address

ICC Representative's Name

Signature

Email Address

ICC Representative Phone Contact

Club restated date _____

OSA _____

Terminated _____

Reinstated _____

CLUBS AND ORGANIZATIONS REQUEST FOR REINSTATEMENT FORM

(Form due into the Office of Student Affairs the fourth week of the Semester)

Semester/Year _____

Club/Organizations Name _____

President/Chair _____ Telephone #: _____

Club Contact Email _____

Vice President/Chair _____ Telephone #: _____

Clubs/Organizations must have at least one advisor and no more than three

Important Clery Act Information: Due to your role as an advisor of a recognized student organization, you are considered a "Campus Security Authority" for the College. As such, you shall immediately report any crimes that you are made aware of to the Palomar College Police Department.

Advisor name (print) (signature)

Advisor name (print) (signature)

Advisor name (print) (signature)

List names of ten (10) current members & PC Numbers. Members are required to be current Palomar College students.

- 1.) _____
- 2.) _____
- 3.) _____
- 4.) _____
- 5.) _____
- 6.) _____
- 7.) _____
- 8.) _____
- 9.) _____
- 10.) _____

Individuals responsible for the organization are aware that:

- In all activities, the campus organization shall assume full responsibility for abiding by local, state, and federal laws and campus regulations and policies.
- Membership in an organization is restricted to current Palomar College students.
- Race, color, origin, religion, gender, or disability cannot be criteria for membership in

the organization.

- All information given on this form shall be considered public information unless otherwise indicated.
 - Advisors must attend all meetings/activities/events of the organization.
- All official off-campus functions require a Travel Request to be approved prior to the event.
Pick up the form from the Office of Student Affairs.
- New clubs/organizations requesting recognition for the first time must submit a Constitution with this form.

Club President Signature

Date

Email

Club Advisor Signature

Date

Email

(5/08)

Club meeting date and place _____

Club meeting time _____

***Please write a brief description (1-2 lines) to help identify your club on the OSA's webpage:
(Ex. We are a group of students looking for the most skilled hacky sack players to compete at weekly events; social club.)

Date Received by the OSA _____

Date Approved by the OSA _____

5/2008

Account Number _____

AUTHORIZED SIGNATURES OF ASG STUDENT TRUST FUND REQUISITIONS

Name of Club _____

Authorized Signatures:

Advisor (print name) (signature)

Advisor's email

Advisor (print name) (signature)

Advisor (print name) (signature)

Club President (print name) (signature)

President's email

Club Vice President (print name) (signature)

Vice President's email

Club Secretary (print name) (signature)

Club Treasurer (print name) (signature)

Date _____

This form must be submitted whenever there is a change in officers. One advisor's signature and one officer's signature is required on all requisitions.

Return when completed to the Office of Student Affairs



Palomar College
Office of Student Affairs

As the Advisor to the _____
(Club Name)

I am fully aware I serve without pay, receive no release time, no comp time, no overtime, and no workload hours. Club duties, including events and meetings, are strictly voluntary hours. I am also aware I need to attend all club functions.

Print Name

Signature Date

Received by the Office of Student Affairs on _____
(Date)

OSA Signature