

Student Club/Organization Reinstatement

For new clubs, please complete a "New Club Application". You may reinstate any club that has been active within the past 18 months

Semester/Year: _____

Club/Organization Name: _____
(the name must match from previous semester)

President: _____ **Phone:** _____ **Student ID:** _____

Vice President: _____ **Phone:** _____ **Student ID:** _____

Club Contact Email(s): _____

Club Advisors: Clubs/Organizations must have at least (1) one, full-time faculty or staff advisor and no more than three. Advisors may not advise more than 3 clubs per semester.

Advisor name (print) _____ Signature: _____

Advisor name (print) _____ Signature: _____

Advisor name (print) _____ Signature: _____

List of student club members (10 required):

| | Last Name, First Name (print legibly) | Palomar ID Number |
|----|---------------------------------------|-------------------|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| 6 | | |
| 7 | | |
| 8 | | |
| 9 | | |
| 10 | | |

CLUB CONTACT INFORMATION & MEETING TIMES

Clubs are required to maintain posted and public meeting times. Club meetings may only be held via Zoom or on-site at Palomar College. If you choose to meet over Zoom, please provide your meeting URL.

Club Meeting Day/Time: _____

Meeting Location/URL: _____

Social Media (Instagram, Discord etc., please specify): _____

Club Email: _____

You can begin turning in your Student Club/Organization Reinstatement packet on the first day of the semester. Clubs that submit a **completed** Reinstatement packet by Friday, September 6th will receive the Incentive funds of fifty (50) dollars into their club account upon packet approval. Please email [Student Life and Leadership](#) or bring your Reinstatement packet to the Office of Student Life and Leadership located in SU-201. Once your club is approved you will receive a confirmation email with a Club Information Packet attached.

Clubs must follow all Palomar College Governing Board Policies & Procedures:

<https://www.palomar.edu/governingboard/board-policies-and-procedures-overview/>

Please contact the Office of Student Life & Leadership at studentlifeandleadership@palomar.edu for questions!



CLUB ACKNOWLEDGEMENT & AGREEMENT

Individuals responsible for the organization are aware that:

Advisors must attend all meetings/activities/events of the organization for the duration of such.

All official off-campus club functions require a "Travel Request" to be approved prior to the event. Please pick up the form from the Office of Student Life & Leadership.

Use of club funds/money requires a club meeting, meeting minutes* and itemized receipts for reimbursement.

In all activities, the campus club/organization shall assume full responsibility for abiding by local, state, federal laws and campus regulations and policies.

No District funds shall ever be used or membership, or for any participation involving financial payment or contribution on behalf of the District of any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of national origin, religion, age, gender, gender identity, gender expression, race, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, or because he/she/they are perceived to have one or more of the foregoing characteristics, or because of his/her/their association with a person or group with one or more of these actual or perceived characteristics. ([BP 3410](#))

Membership in a club/organization is restricted to currently enrolled Palomar College students.

All information given on this form shall be considered public information unless otherwise indicated.

Club President Name (Print)

Club President Signature

Date

Club Advisor Name (Print)

Club Advisor Signature

Date



CLUB ADVISOR (1) ACKNOWLEDGEMENTS

Each advisor listed must complete a copy of this form and the required Clery Act Training to serve as a club/organization advisor.

Acknowledgment of Commitment *Please initial each statement*

_____ I am 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 am required to attend all official club functions, including club meetings and events, on- or off-campus, for the duration of each event.

_____ Clubs/Organizations must have at least one full-time faculty or staff advisor with a maximum of (3) total advisors per club. Advisors may not serve in this role for more than 3 clubs per semester.

Clery Act Training

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 will immediately report any crimes that you are made aware of to the Palomar College Police Department.

I, (name) _____ have completed Clery Act Training for this academic year. I understand training must be completed once per academic year to be current.

If you have not completed Clery Act Training for this term, please do so through your 3PD Portal. Once completed, send your filled in Crime Statistic Reporting Form via email to nsuarez@palomar.edu and studentlifeandleadership@palomar.edu.

Club Advisor (1) Signature

Date



CLUB ADVISOR (2) ACKNOWLEDGEMENTS

Each advisor listed must complete a copy of this form and the required Clery Act Training to serve as a club/organization advisor.

Acknowledgment of Commitment *Please initial each statement*

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Club Advisor (2) Signature

Date



CLUB ADVISOR (3) ACKNOWLEDGEMENTS

Each advisor listed must complete a copy of this form and the required Clery Act Training to serve as a club/organization advisor.

Acknowledgment of Commitment *Please initial each statement*

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Club Advisor (3) Signature

Date





Palomar College Associated Student Government Inter-Club Council Membership Form

The Inter-Club Council (ICC) is comprised of up of one representative from each new or reinstated club on campus. The ICC is the networking council for the clubs. The ICC meetings are on Fridays during the Fall and Spring semesters in SU 204, from 9:30AM – 10:30AM. To comply with the Associated Students of Palomar College Bylaws, clubs that wish to become members of the ICC must complete this form.

Becoming an ICC member is a requirement to receive ICC points throughout the semester, which equates to funds allocated to club account.

Clubs should review Article VIII of the [ASG Bylaws](#), which details Inter-Club Council membership, leadership positions and much more.

Benefits of belonging to the ICC include:

Networking opportunities throughout the campus, ASG monetary request opportunities, ability to participate in the ICC points program, free duplication services with a current Activity Card, use of the Diversity Room (SU-204), use of the SEAL Center (SU-18), officer training, as well as additional benefits added during the semester.

This form must be on file in the Office of Student Life & Leadership before benefits are extended to the club.

Club Name _____

Club President Name (Print)

Club President Signature

Date

Club Advisor Name (Print)

Club Advisor Signature

Date

