

# Student Club / Organization Application & Reinstatement

One packet for every club. Use it to charter a new club or to reinstate and renew an existing one. Complete every page that applies, gather the signatures, and submit the whole packet together — partial packets cannot be processed.

## SELECT ONE

☐

**New club charter**

First-time recognition as a Palomar College club.

☐

**Reinstatement / renewal**

Club active within the past 18 months. Club name must match your previous semester.

## CLUB INFORMATION

CLUB / ORGANIZATION NAME

SEMESTER

YEAR

CLUB CONTACT EMAIL

SOCIAL MEDIA (PLATFORM + HANDLE)

PURPOSE OF THE CLUB IN ONE SENTENCE

## MEETING INFORMATION

*Clubs must maintain posted, public meeting times. Meetings are held on campus; an advisor must be present, and students may not meet in campus rooms without one. A Zoom option is strongly recommended for students who cannot attend in person.*

MEETING DAY(S)

MEETING TIME

BUILDING & ROOM

CAMPUS

☐ San Marcos ☐ Fallbrook ☐ Escondido ☐ Rancho Bernardo

ZOOM URL (RECOMMENDED, IF OFFERED)

## CLUB CONSTITUTION

*Required with every packet*

**A club constitution must be attached to every packet — new clubs and reinstatements alike.** It must cover: name of organization, purpose, membership, duties of the officers, impeachment and replacement of officers, meetings, advisor(s), and amendments. A template is available from the Office of Student Life & Leadership.

☐

**Our club constitution is attached to this packet**

☐

**It has been revised since it was last filed**

## CLUB OFFICERS

*President and Vice President cannot be the same person*

| ROLE                 | FULL NAME | PALOMAR ID | PHONE | PALOMAR EMAIL |
|----------------------|-----------|------------|-------|---------------|
| ● President          |           |            |       |               |
| ● Vice President     |           |            |       |               |
| ● ICC Representative |           |            |       |               |
| Secretary            |           |            |       |               |
| Treasurer            |           |            |       |               |

*Officers must be currently enrolled Palomar College students. Secretary and Treasurer are recommended, not required.*

## CLUB ADVISORS

*One required, three maximum*

*Each advisor must be a currently employed full-time faculty member, classified professional, or administrator of Palomar College, and may advise no more than three (3) clubs per semester. Every advisor listed here also completes an Advisor Acknowledgement — pages 6, 7 and 8 — which is where advisors sign.*

|             | ADVISOR NAME (PRINT) | DEPARTMENT | PALOMAR EMAIL | PHONE |
|-------------|----------------------|------------|---------------|-------|
| ● Advisor 1 |                      |            |               |       |
| Advisor 2   |                      |            |               |       |
| Advisor 3   |                      |            |               |       |

### WHAT EACH OFFICER DOES

|                           |                                                                                                                                      |
|---------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| <b>President</b>          | Presides over meetings, calls special meetings, carries out the constitution, appoints committees, and represents the club publicly. |
| <b>Vice President</b>     | Steps in for the President, leads publicity and membership, and takes on delegated duties.                                           |
| <b>ICC Representative</b> | Attends every ICC meeting and reports back to the club. Represents one club only.                                                    |
| <b>Secretary</b>          | Keeps accurate minutes, handles correspondence, prepares and distributes agendas.                                                    |
| <b>Treasurer</b>          | Manages club finances and records, and releases funds as approved by the membership.                                                 |

### AN ADVISOR MUST BE PRESENT

Students may not hold meetings in campus rooms without an advisor, and an advisor must be present whenever members vote on money, constitution changes, or a club name change.

## CLUB MEMBERSHIP ROSTER

Minimum of 10 members

Membership is limited to currently enrolled Palomar College students and must be open to all of them. Clubs may not require membership fees or dues as a condition of joining or participating. Rows 1–10 are required; rows 11–20 are optional.

| #  | LAST NAME, FIRST NAME | PALOMAR ID NUMBER | PALOMAR EMAIL |
|----|-----------------------|-------------------|---------------|
| 1  |                       |                   |               |
| 2  |                       |                   |               |
| 3  |                       |                   |               |
| 4  |                       |                   |               |
| 5  |                       |                   |               |
| 6  |                       |                   |               |
| 7  |                       |                   |               |
| 8  |                       |                   |               |
| 9  |                       |                   |               |
| 10 |                       |                   |               |
| 11 |                       |                   |               |
| 12 |                       |                   |               |
| 13 |                       |                   |               |
| 14 |                       |                   |               |
| 15 |                       |                   |               |
| 16 |                       |                   |               |
| 17 |                       |                   |               |
| 18 |                       |                   |               |
| 19 |                       |                   |               |
| 20 |                       |                   |               |

TOTAL MEMBERS

I certify that every student listed above is currently enrolled at Palomar College and has agreed to join this club.

CLUB PRESIDENT SIGNATURE

DATE

## CLUB ACKNOWLEDGEMENT & AGREEMENT

The club President initials each statement below on behalf of the club. These terms apply for the full period of recognition.

INITIAL

- ☐ **Officers.** Our club has an identified President and Vice President, and they are not the same person. All officers are currently enrolled Palomar College students.
- ☐ **Advisors.** Our club has at least one (1) and no more than three (3) advisors, each a currently employed full-time faculty member, classified professional, or administrator of Palomar College. No advisor on this packet advises more than three (3) clubs this semester.
- ☐ **Membership.** Our club has at least ten (10) currently enrolled Palomar College students. Membership, meetings, activities, leadership, voting, and club benefits are open to all currently enrolled students, and we will not charge membership fees or dues as a condition of joining or participating.
- ☐ **Meetings.** We will maintain posted, public meeting times and meet on campus at San Marcos, Fallbrook, Escondido, or Rancho Bernardo. An advisor will be present at every meeting; students may not meet in campus rooms without one.
- ☐ **Advisor attendance.** An advisor will attend all club meetings, activities, and events for their entire duration — first in, last out — including off-campus functions. If the advisor cannot attend, an approved Palomar College employee will serve as chaperone.
- ☐ **Agendas and minutes.** We will prepare an agenda and take minutes for all member and planning meetings, recording attendance, motions, seconds, and the outcome of every vote.
- ☐ **Club funds.** Any use of club funds requires a club meeting and approved minutes documenting the vote and the advisor's approval. The advisor makes all purchases on the club's behalf and submits the reimbursement request with legible itemized receipts; students may not purchase on behalf of the club.
- ☐ **Fundraising.** Fundraisers accept cash only. Venmo, Zelle, CashApp, credit card, and similar methods are prohibited. Raffles are not permitted; opportunity drawings must give everyone an equal chance to enter without payment. Funds will be deposited within 24 hours.
- ☐ **Travel.** A Release and Agreement to Hold Harmless and Indemnify Waiver will be submitted for every participating student one week before any official off-campus function. Overnight activities require Governing Board approval in advance.
- ☐ **Conduct and law.** Our club assumes full responsibility for abiding by local, state, and federal law, AP 5500 Standards of Student Conduct, Title IX, BP 3410, and all Palomar Community College District policies and procedures. We will not harm, discriminate against, harass, intimidate, or target any Palomar College student or employee.
- ☐ **Handbook.** Our officers and members have reviewed the Club & Organization Handbook, will monitor it for updates, and will follow it along with all Palomar Community College District policies and procedures for the full period of recognition.

CLUB PRESIDENT NAME (PRINT)

CLUB ADVISOR NAME (PRINT)



PRESIDENT SIGNATURE

DATE

ADVISOR SIGNATURE

DATE

## INTER-CLUB COUNCIL MEMBERSHIP

Required for recognition

The Inter-Club Council (ICC) brings together one representative from every recognized club on campus. Every club must participate in the ICC to be officially recognized by Palomar College, and ICC membership is what allows a club to earn points and receive funds in its club account. Meetings run about one hour during Fall and Spring; the schedule is set and published by the ICC Chairperson. Article VIII of the ASG Bylaws covers membership, leadership positions, and points in full.

DESIGNATED ICC REPRESENTATIVE

PALOMAR ID

PALOMAR EMAIL

ALTERNATE REPRESENTATIVE (OPTIONAL)

PALOMAR ID

PALOMAR EMAIL

### HOW ATTENDANCE POINTS WORK

- 5** Present in person for both roll call and adjournment
- 4** Present on Zoom for both roll call and adjournment
- 3** Arrives late or leaves before the meeting ends
- 0** Absent

*Maximum five (5) points per meeting. A club that misses three ICC meetings becomes inactive.*

### WHAT ICC MEMBERSHIP GIVES YOUR CLUB

- An ASG club fund account
- ICC points and the funds they earn
- ASG monetary request opportunities
- Free duplication with a Student Activity Card
- Use of the SEAL Center (SU-18)
- Officer training and campus networking

## REPRESENTATIVE RESPONSIBILITIES

- Represent only one (1) recognized club at ICC meetings.
- Attend every ICC meeting, present from roll call through adjournment.
- Report back to the club on what the Council discussed, and bring the club's questions to the Council.
- Submit the club's events for points as directed by the ICC Chairperson.

By signing below, the club agrees to send its representative to ICC meetings, to report back to its membership, and to abide by the ICC provisions of the ASG Bylaws. This page must be on file in the Office of Student Life & Leadership before ICC benefits are extended to the club.

CLUB PRESIDENT NAME (PRINT)

CLUB ADVISOR NAME (PRINT)



PRESIDENT SIGNATURE

DATE

ADVISOR SIGNATURE

DATE

## CLUB ADVISOR (1) ACKNOWLEDGEMENT

Required

Each advisor listed on page 2 completes their own copy of this page and initials every statement.

ADVISOR NAME (PRINT)

TITLE / DEPARTMENT

CAMPUS PHONE

PALOMAR EMAIL

CLUB / ORGANIZATION NAME

EMPLOYMENT STATUS

CLUBS ADVISED THIS SEMESTER (MAX 3)

☐ Full-time faculty ☐ Classified professional ☐ Administrator

INITIAL

☐

**No compensation.** I serve without pay and receive no release time, comp time, overtime, or workload hours. Club duties, including meetings and events, are strictly voluntary.

☐

**Attendance.** I will attend every official club function — meetings and events, on or off campus — for its entire duration, first in, last out. If I cannot attend, I will arrange in advance for a chaperone who is a currently employed full- or part-time Palomar College faculty member, classified professional, or administrator. Students may not meet in campus rooms without an advisor present.

☐

**Handbook and policy.** I have read and understand the Club & Organization Handbook in its entirety, will monitor it for updates, and am familiar with District policies and with the club's constitution.

☐

**Club business.** I will be present whenever members vote on financial matters, constitution changes, or a club name change, and I will ensure the club's designated representative attends ICC meetings.

☐

**Funds and paperwork.** I will oversee all expenditures and cash handling in accordance with District policy and existing MOUs, make approved purchases, submit reimbursement requests with legible itemized receipts and minutes, and complete the Facilitron, parking, catering, and travel paperwork the club's activities require. Overnight activities go to the Governing Board for approval before they take place.

☐

**Eligibility.** I am a currently employed full-time faculty member, classified professional, or administrator of Palomar College, and I will advise no more than three (3) clubs this semester.

☐

**Campus Security Authority.** As the advisor of a recognized student organization I am designated a Campus Security Authority, and I will immediately report any crime I am made aware of to the Palomar College Police Department.

### CAMPUS SECURITY AUTHORITY ACKNOWLEDGEMENT

☐

I understand that I must complete the Campus Security Authority Training in the 3PD Portal.

☐

I will email the annual Crime Statistics Reporting Form to [nsuarez@palomar.edu](mailto:nsuarez@palomar.edu) and [studentlifeandleadership@palomar.edu](mailto:studentlifeandleadership@palomar.edu).

☐

I understand that the club's approval and ability to operate in an official capacity may be delayed or denied if I fail to complete the required training and submission.

CLUB ADVISOR (1) SIGNATURE

DATE

## CLUB ADVISOR (2) ACKNOWLEDGEMENT

Complete only if the club has this advisor

Each advisor listed on page 2 completes their own copy of this page and initials every statement.

ADVISOR NAME (PRINT)

TITLE / DEPARTMENT

CAMPUS PHONE

PALOMAR EMAIL

CLUB / ORGANIZATION NAME

EMPLOYMENT STATUS

CLUBS ADVISED THIS SEMESTER (MAX 3)

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CLUB ADVISOR (2) SIGNATURE

DATE

## CLUB ADVISOR (3) ACKNOWLEDGEMENT

Complete only if the club has this advisor

Each advisor listed on page 2 completes their own copy of this page and initials every statement.

ADVISOR NAME (PRINT)

TITLE / DEPARTMENT

CAMPUS PHONE

PALOMAR EMAIL

CLUB / ORGANIZATION NAME

EMPLOYMENT STATUS

CLUBS ADVISED THIS SEMESTER (MAX 3)

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CLUB ADVISOR (3) SIGNATURE

DATE

## BEFORE YOU SUBMIT

### DEADLINES

Applications are due within the first four (4) weeks of the semester. Clubs that submit a complete packet within the first two (2) weeks receive a \$50 incentive in their club fund. A missed deadline can be resubmitted the following semester. Clubs approved in Fall stay recognized through the end of Spring; all clubs go inactive at the close of Spring and must submit a reinstatement for Fall.

- ☐ **Pages 1-2** Club information, meeting information, officers, and advisors — complete and legible.
- ☐ **Page 3** Membership roster with at least ten (10) currently enrolled Palomar College students.
- ☐ **Page 4** Club Acknowledgement & Agreement, initialed and signed by the President and an advisor.
- ☐ **Page 5** Inter-Club Council Membership, with your designated representative named and signed.
- ☐ **Pages 6-8** One Advisor Acknowledgement per advisor listed on page 2, each signed and initialed.
- ☐ **Attachment** Club constitution — required with every packet, whether you are chartering a new club or reinstating an existing one.

## WHERE TO SUBMIT

Email the completed packet to [studentlifeandleadership@palomar.edu](mailto:studentlifeandleadership@palomar.edu) or bring it to the Office of Student Life & Leadership in the Access & Engagement Center, SU-19. You will receive a confirmation email once your club is approved. Questions about any part of this packet are welcome before you submit.

### OFFICE USE ONLY

DATE RECEIVED

REVIEWED BY

CLUB ACCOUNT NUMBER

☐ Approved ☐ Pending corrections ☐ Denied ☐ \$50 incentive applied

NOTES