

STARTING A CLUB

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SAN JOAQUIN DELTA COLLEGE

1. Read and complete the club activation form.
2. The Activity/Facility Permit form is used to reserve a room for meetings. You may also request amplified sound for activities your organization wishes to sponsor in the quad.
3. The Mustang Bulletin notice is used to advertise meetings. It is also used to notify students of upcoming special events not restricted to the initial meeting date.
4. The three (3) Signature Cards are used to inform Student Accounts, Student Activities and Audio Visual of the club's authorized signatures. These cards must be updated whenever officers change.
5. Membership Roll sheets are included. Please update as members join and keep this record on file with Student Activities. You may wish to keep a copy with your club secretary.
6. Attendance sheets are included for use at club meetings, making it easier to verify who attends regularly or on a specific day. You may wish to keep the records with the club secretary, advisor, and in your permanent files in the Student Activities office.
7. Attendance at CLUB RUSH is **MANDATORY** for all clubs who declare activation.
8. Attendance at all InterClub Council (ICC) meetings is **MANDATORY** for all clubs.
9. ICC Constitution is attached (see Article 2, Section 1; Article 3, Sections 1-5; and Article 7, Sections 2 and 3).
10. A fundraising recap is included and must be prepared for each fundraising event.
11. Copies of District Policies 5430, 5431, 5432, 5471, 5472, 5473, 5474, 5475, 5485, and 5486 are attached for reference.
12. Constitutional acknowledgment is enclosed. Complete and return to the Student Activities Office.
13. The return of this document, Signature Cards, and the Student Organization Active Status Sheet will constitute the club's official intent to activate. When returned, the items and applicable requirements in District policy, the ICC Constitution and the policies of Student Activities, pertaining to club activation will apply.

*****SIGNATURES*****

Advisor Signature	Date
Club President Signature	Date
Club Name	Date