

## **Club Recertification Information**

1. Complete the Club Recertification form. You will need 30 signatures from students who are currently enrolled in for credit and other credit classes. You will need to identify a student who will serve as the club representative (or contact).
2. Have your Club Advisor sign both the petition and the Club Advisor Contract.
3. Attach a copy of your club Constitution and/or Bylaws.
4. Submit (1) (2) and (3) to the ASUCC President or ASUCC Business Manager.
5. Attend the ASUCC Leadership Board meeting where your Club Recertification request will be reviewed. ASUCC Leadership Board meets on Friday's at Noon in the Bistro.

# ASUCC CLUB RECERTIFICATION

Quarter: \_\_\_\_\_ Year: \_\_\_\_\_

Club Name: \_\_\_\_\_

The purpose of this club is to: \_\_\_\_\_

The signatures of thirty (30) currently registered UCC students enrolled for three or more credits are required for the club to be recertified.

Print Name	Sign Name	Please contact me about being a member of the club (provide email or phone number)
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
11. _____	_____	_____
12. _____	_____	_____
13. _____	_____	_____
15. _____	_____	_____
16. _____	_____	_____
17. _____	_____	_____
18. _____	_____	_____
19. _____	_____	_____
20. _____	_____	_____
21. _____	_____	_____
22. _____	_____	_____
23. _____	_____	_____
24. _____	_____	_____
25. _____	_____	_____
26. _____	_____	_____
27. _____	_____	_____
28. _____	_____	_____
29. _____	_____	_____
30. _____	_____	_____

Club Representative Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ E-Mail: \_\_\_\_\_

*(must be a currently registered student)*

*I agree, as the main student club member contact, that the club subscribes to the Affirmative Action statement found in the current UCC catalog and that the club will adhere to all federal, state and local regulations regarding college clubs. I understand that if our club violates any rules, regulations and procedures it may be grounds for revocation of club privileges and/or a freezing and/or reclaiming of club funds. I also agree to ensure that a representative of the club is present at weekly ASUCC Student Leadership Team meetings, as scheduled, in order to be considered active by the ASUCC.*

Club Advisor Name: \_\_\_\_\_ Ext.: \_\_\_\_\_ E-Mail: \_\_\_\_\_

*(full time faculty or staff member preferred but not required)*

*I have read the Letter of Position Acceptance for Club Advisors and I agree to serve as a club advisor. I declare that the club subscribes to the Affirmative Action statement found in the current UCC catalog and that the club, under my guidance, will adhere to all federal, state and local regulations regarding college clubs.*

\_\_\_\_\_  
Club Representative Signature/Date

\_\_\_\_\_  
Club Advisor Signature/Date

Student Life Office/ASUCC  
**CLUB ADVISOR AGREEMENT**

---

As a club advisor, you are agreeing to undertake a valuable responsibility in promoting the role student clubs can play in developing student skills and confidence. Serving as an advisor to a student club provides opportunities to:

- motivate and challenge students;
- better know and understand students outside the classroom;
- see students successfully apply skills learned in the classroom;
- meet and work with leaders from the community and our campus in planning student club programs;
- meet professionally and socially with other instructors involved in similar activities; and
- work with students from diverse backgrounds.

**Your Club**

A chartered student club is any student club which has been officially recognized by the ASUCC. Student clubs may exist on campus without official recognition but will not be eligible for subsidy by the ASUCC or be granted the benefits given to a chartered student club. Chartered student clubs must be open and available to any Umpqua Community College student regardless of race, creed, religion, color, national origin, sex, age, sexual orientation, marital status, disability, or status as a disabled or Vietnam era veteran.

The club you are advising is considered an extension of the ASUCC and you will be expected to advise your club programs and/or activities accordingly. The ASUCC Constitution and Bylaws, the Student Code of Conduct and the Umpqua Community College Policies and Procedures manual are a few of the documents which define appropriate club conduct.

**Your Role**

The role of a student club advisor is a complex one. Advisors must work with students who possess unique personalities from a variety of cultural backgrounds and must help those students come together to form a cohesive group. An advisor needs to be a counselor, teacher, coordinator, supervisor, evaluator, resource person, and public relations agent.

An enthusiastic, organized, and well-informed advisor is essential to a successful student club. The tasks involved in advising a student club are diverse. To effectively advise a club, you will want to:

- make a commitment to the club for a certain period of time each week
- familiarize yourself with the goals, procedures, and school policies pertaining to student clubs
- encourage and stimulate involvement of all students
- assist students in developing an understanding of group process and leadership skills
- assist students in setting goals and developing plans for achieving those goals
- encourage teamwork and cooperation among members
- ensure that members' contributions and accomplishments are recognized

**Your Responsibilities**

It is a compliment to be asked to serve as an advisor. It is also a significant responsibility because the advisor is acting on behalf of the College in the event of an accident, injury or disciplinary situation. To serve the students well requires time and energy. Advisors must be available on campus to lend assistance and attend functions of the club.

Club advisors are expected to:

1. Be thoroughly familiar with the nature and objectives of the club.
2. Read and be familiar with the campus policies and procedures.
3. Attend club meetings regularly.
4. Assure sound financial and business practices that comply with state and college policies regarding expenditures of club funds.
5. Monitor good record keeping of all club events, meetings and plans. Any activity involving the exchange of money is particularly important and must meet college requirements for accountability and state auditing.
6. Sign all paperwork authorizing expenditures. The Student Life Office will not approve financial forms without the signatures of the club advisor and club student representative.
7. Attend club trips and major events or make arrangements for staff attendance if you are unable to participate.
8. Be aware of the expectations set forth in the Student Rights and Responsibilities Code, especially in regards to use of alcohol and narcotic substances at college sponsored events. Report any violations to the Student Life Office.
9. Be a resource person for the club. Serve as a liaison with other campus offices and staff.

### Our Expectations

As an ASUCC club advisor and representative of the college, it is the expectation of the Student Life Office and the Director for Student Life that you will:

1. Attend and assist with, as available, programs and activities sponsored by the club.
2. Encourage club members to participate in leadership training, as offered.
3. Develop a positive, collaborative working relationship with the Director for Student Life
4. Conduct yourself professionally and model effective leadership behaviors
5. Maintain confidentiality of student records in accordance with Umpqua Community College policy;
6. Comply with college rules and regulations;
7. Comply with state ethics rules and regulations; and
8. Use Student Life/ASUCC/College property for official business only.

My signature indicates that I have read the Club Advisor Agreement and am willing to serve as the advisor to the club noted below:

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Club/Student Organization Name