

2016-17 PCC Club Registration Worksheet

Please complete this worksheet and the required signatures and return this to Carrie Afuso in CC105.

Club Name: _____

Club Acronym or Nick Name: _____

A short description of your club:

Facebook Page: _____

Instagram: _____

Primary Advisor's Name: _____

Advisor's email: _____ Phone: _____

Co-Advisor's Name: _____

Advisor's email: _____ Phone: _____

Co-Advisor's Name: _____

Advisor's email: _____ Phone: _____

Club President's Profile

Name: _____ Lancer ID: _____

Phone #: _____ Email: _____

Club Treasurer's Profile

Name: _____ Lancer ID: _____

Phone #: _____ Email: _____

ICC Representative's Profile

Name: _____ Lancer ID: _____

Phone #: _____ Email: _____

Additional Officer Information – Title of Position: _____

Name: _____ Lancer ID: _____

Phone #: _____ Email: _____

Additional Officer Information – Title of Position: _____

Name: _____ Lancer ID: _____

Phone #: _____ Email: _____

Additional Officer Information – Title of Position: _____

Name: _____ Lancer ID: _____

Phone #: _____ Email: _____

Board of Trustees and Administrative Policy 5400

It is required that all club officers and club advisors read [BOT Policy 5400](#) and [PCC Administrative Policy 5400](#). Please take a moment to read these policies.

Club Constitution

It is required that all clubs submit a club constitution; this is a template for clubs to help in creation of a constitution.

We, the Undersigned, understand and agree to the following:

1. The Purpose of our organization is to serve the college community and the Student Body, and shall be inclusive and non-discriminate.
2. A representative is required to be present to all Inter-Cub Council meetings. Failure to do so may result in loss of club privileges, including but not limited to de-chartering and loss of funding.
3. All club participants must be enrolled as registered student at Pasadena City College. If the club member is no longer a registered student they will lose all club privileges.
4. The primary advisor must be a full time faculty member. Any other advisors must be an employee of the Pasadena Area Community College District. The Final decision on advisor eligibility rests with the Dean of Student Life.
5. No meeting by the club will be held until it has been chartered by the Associated Students of Pasadena City College; except for the sole purpose of drafting constitution and bylaws.
6. This ICC Club Registration worksheet needs to be completed and submitted to the Office of Student Life.
7. for a club to be full recognized registration on Lancerlink is required.
8. The Club must adhere to all ICC Bylaws and all other Governing Documents and Policy Procedures & Procedures adopted by the ASPCC.
9. Club agrees to perform service hours for any ICC funding requested and received.
10. This Club must act responsibly, must be informed of college policies regarding Clubs, and must adhere

to ASPCC and College policies regarding club activities.

11. Unless specific permission is granted, all club meetings must be held on PCC Property

Club Officers Please sign below

Print Name	Signature	Position

Signatures of your advisors.

Print Name	Signature	
		Primary Advisor*
		Co-Advisor
		Co-Advisor
		Co-Advisor

* Required to have this position filled. Co-advisors are optional

New Club Petition Form

This Petition signifies that the following Pasadena City College students wish to be founding members of the above named club, and hereby request that the Associated Students of Pasadena City College charter the organization as a PCC Club/Student Organization, as defined by the club's Constitution and as provided for by PACCD Administrative Policy 5400 and the ASPCC Constitution and Bylaws. Signatures of 10 students are necessary. Only currently enrolled students are eligible as signatures.

**By signing below I declare that I wish to be a founding member of: _____
Club.**

	Print Name	Signature	Lancer ID#
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			