

Congratulations,

Your club has been officially chartered for the 2025-2026 academic year! I will be updating the online club list with the club's information. If your meeting date, time or location has changed please let me know so I can make sure that it is accurate online.

Mandatory officer workshops will be held on:

Wed., Sept. 17 **Club Pres./VP** Mandatory Training 2pm – 3:30pm in WH-142  
Thurs., Sept. 18 **Club Sect./Treas.** Mandatory Training 2pm – 3:30pm in WH-142  
Friday, Sept. 19 **Club Advisor** Mandatory Training 9am – 10:30am via [Zoom](#)  
Friday, Sept. 19 **ICC Reps.** Mandatory Training & 1<sup>st</sup> ICC Meeting 11am- 12:30pm  
via [Zoom](#)

Please visit the two webpages for update to date ICC meeting dates and important information:

Inter-Club Council (ICC) <https://www.chaffey.edu/studentlife/icc.php>  
Student Club and Organizations <https://www.chaffey.edu/studentlife/clubs-orgs.php>

### **Responsibilities for the Club Advisors:**

1. Club Advisor(s) must be present at all meetings. If the advisor is not present, the students cannot hold an unofficial meeting in the room reserved- as per district policy.
2. NO discussion or voting of funds can take place without the advisor present at the club meeting.
3. NO FOOD is to be eaten in the classroom without prior clearance from the Dean's office.
4. If you receive clearance from the Dean's office, be sure to clean up after.

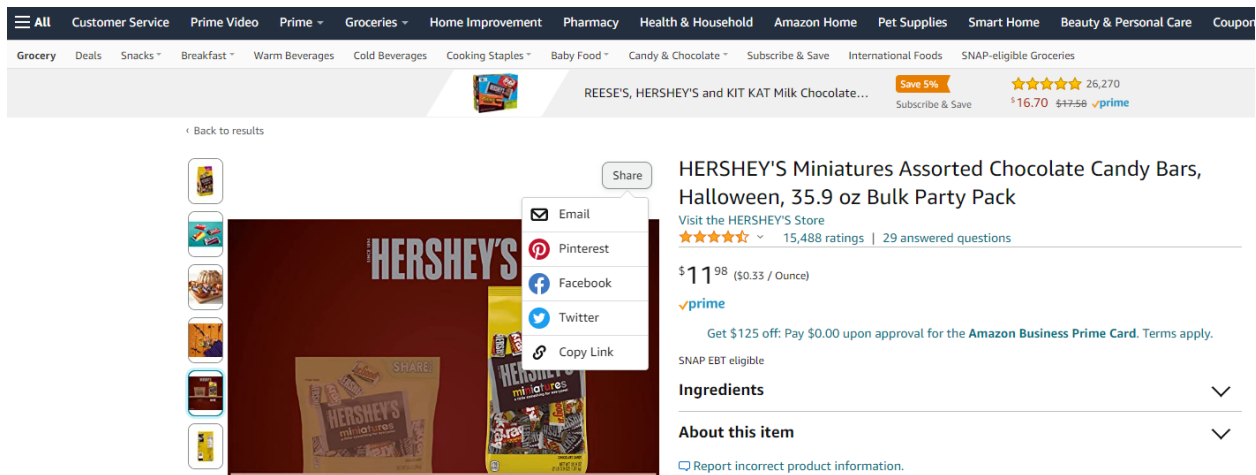
### **Responsibilities for the ICC Representatives and club officers:**

1. All officers can only be officers in no more than two clubs.
2. There is an overall two-year term, position limit that an officer can hold an officer position in any club.

3. Club Report- must be submitted the Wednesday prior to the ICC meeting by 2pm.  
[https://chaffeycollegehspartnerships.formstack.com/forms/club\\_report](https://chaffeycollegehspartnerships.formstack.com/forms/club_report)
4. ICC meetings are **mandatory and will be via Zoom unless otherwise indicated**- Inter-Club Council (ICC)  
<https://www.chaffey.edu/studentlife/icc.php>
5. A standardized Donation Form has been created. Please email me if you would like the form to be sent to you.
6. Frequently used forms and due dates:
  - Please complete an event proposal for each event the club is participating in **4 weeks in advance- if a proposal is not submitted, NO funding requests will be accepted:**  
[https://chaffeycollegehspartnerships.formstack.com/forms/club\\_event\\_proposal\\_form](https://chaffeycollegehspartnerships.formstack.com/forms/club_event_proposal_form)
  - Club minutes, please be sure there is a motion, 2<sup>nd</sup> by and discussion if funds are being requested out of the club account.  
[https://chaffeycollegehspartnerships.formstack.com/forms/club\\_minutes\\_form](https://chaffeycollegehspartnerships.formstack.com/forms/club_minutes_form)
    - **CLUB MINUTES MUST BE SUBMITTED AFTER EVERY MEETING.**
  - Complete a club funding request form **at least 4 weeks prior to the event** and ONLY if your club has money available in their club account:  
[https://chaffeycollegehspartnerships.formstack.com/forms/club\\_funding\\_request\\_form](https://chaffeycollegehspartnerships.formstack.com/forms/club_funding_request_form)
    - Funding request forms must be received by 12pm on Tuesday(s), so the check can be processed for Thursday(s). **MUST BE RECEIVED 4 WEEKS PRIOR TO THE EVENT. LATE REQUESTS WILL NOT BE ACCEPTED; NO EXCEPTIONS! Please plan accordingly**
    - The max amount that can be requested is **\$500** at one time, so please plan accordingly.
  - Please have all members complete this form if participating in any of the above mentioned events (this is one and done, so it needs to be completed one time and it is good for the academic year):  
[https://chaffeycollegehspartnerships.formstack.com/forms/club\\_waiver\\_of\\_liability](https://chaffeycollegehspartnerships.formstack.com/forms/club_waiver_of_liability)
7. Checks are available for pick-up at the Rancho Campus Store by noon on Thursdays. As a reminder, you will not only sign for the check, but you will also **CASH** the check at the campus store. **Remember you must use the cash and not a credit or debit card to make purchases.**

8. You have three business days to return unspent cash; receipts and the deposit form **MUST ALL BE SUBMITTED TOGETHER AND NO PIECE MAIL** to AD-102. (form is online) If you **do not** have a printer, please email it to me or your club advisor and we can print it out for you.
9. **THERE ARE NO REIMBURSEMENTS**, please do not use your own money or credit card to purchase club items- this is for all club advisors, club officers and club members. If you use your own money, you have just donated to the club, so please plan accordingly.

The district has a credit card, so please plan accordingly, especially if items are being purchased from online companies such as but not limited to, Amazon <https://www.amazon.com/> or Oriental Trading Company <https://www.orientaltrading.com/> If the club is placing an Amazon order, please use the share button and email that link to me so the order can be processed.



Please let me know if you have any questions or concerns.

Thank you,

Sonia R. Juarez  
Student Life Coordinator