

The Office of Student Life

ICC Representative Mandatory Workshop

PRESENTED BY SONIA JUAREZ

Agenda

KEY PRESENTATION POINTS

Introduction

General Club Officer Responsibilities

ICC Representative's Responsibilities

Changes for 2026–2027

Forms

Copyright Compliance

More Forms

Questions?

Introduction



WHO ARE WE?

Student Life Staff

Sadie Grantham,
Director of Student Equity, Activities, and
Engagement

Sonia Juarez,
Student Life Coordinator

Kristen Girard,
Administrative Assistant II

GENERAL CLUB OFFICER RESPONSIBILITIES

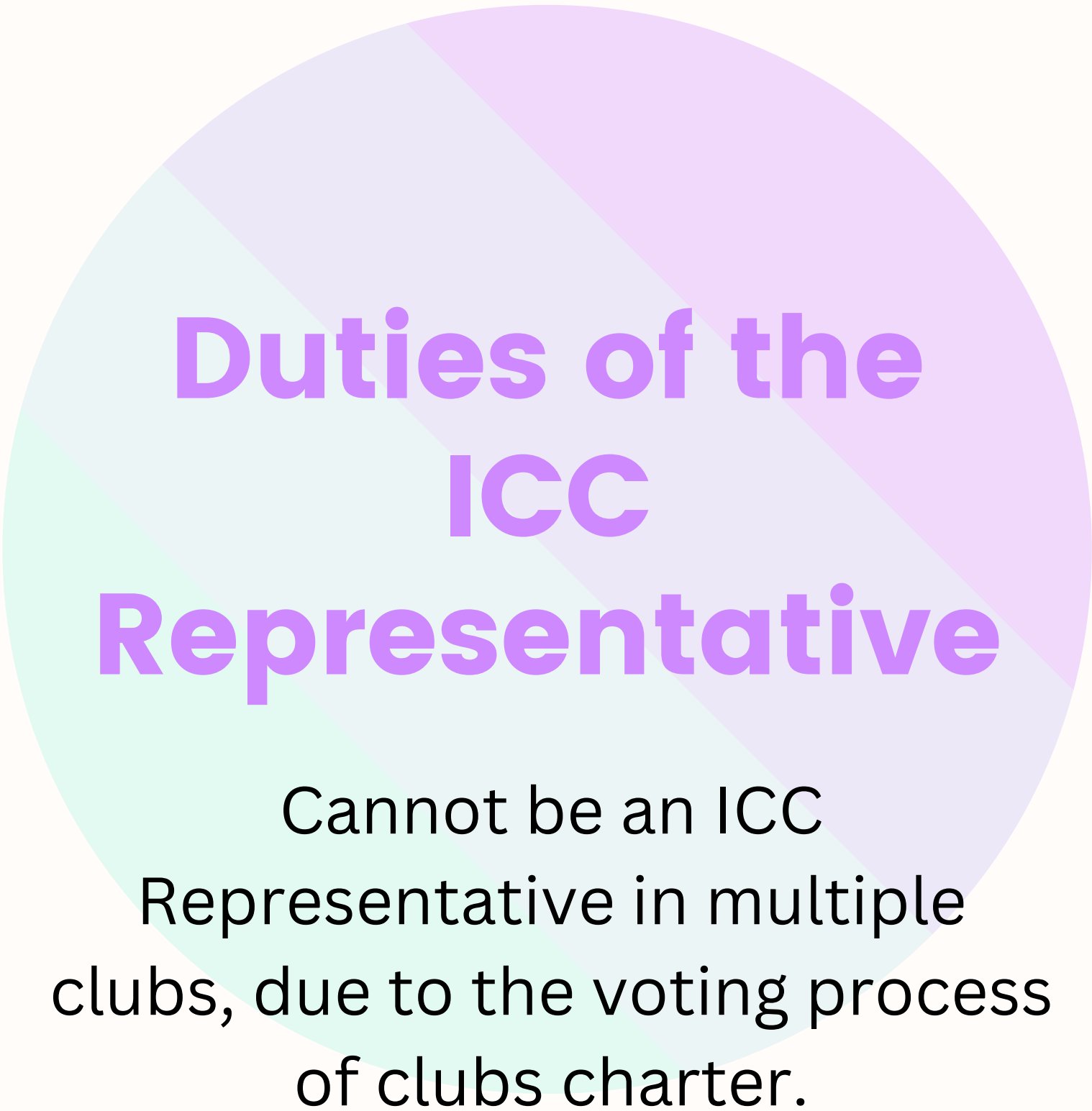
The club belongs to its members and it is the Officers responsibility:

- To see that the business of the club is conducted in an orderly, efficient, and proper manner.
- To see that the club operates according to its constitution and bylaws with general reference to the Robert's Rules of Order.
- To see that the group works toward accomplishing its goals and objectives.
- To help keep the group friendly and collaborative in which each member is given an opportunity to express themselves and participate in the club's program. If an officer's conduct becomes unprofessional, they should be remove themselves from the meeting.
- To typify to others through attitude and actions, the organization itself. An officer is its representative as well as its leader.

CONTINUED GENERAL CLUB OFFICER RESPONSIBILITIES

- Be enthusiastic, outline needed work, and follow through to see the work is being done by those who have accepted responsibility.
- To budget time well and to give proper balance to academic programs as well as co-curricular activities.
- Evaluate meetings in terms of what has been accomplished and what benefits members have received.
- Keep in close contact with the club advisor. Without their approval or presence at meetings, the club and its officers do not exist.
- Inform ICC and the Office of Student Life about all upcoming events.

The max officer positions one person can hold is two; not within the same club



Duties of the ICC Representative

Cannot be an ICC
Representative in multiple
clubs, due to the voting process
of clubs charter.

The duties, as listed here, are general duties of the ICC Representative of any club/organization. Each club/organization should have a supplemental list of specific duties that are designed to fit the special functions and interests of their group. Also, if additional officers or standing committee chairpersons are appointed, their duties should be outlined and given to them at the beginning of their term of office.

DUTIES OF THE ICC REPRESENTATIVE

- Attend all ICC meetings.
- Will inform their club of any college-wide activities discussed in ICC meetings.
- Will inform ICC, via their club report, of their club's activities and projects during the ICC meetings.
- Will vote, at the ICC meeting or via the online voting form, on the potential charter of new/returning clubs.
- Maintain a current calendar of ICC activities.
- May propose and vote upon all club matters.

Review [ICC webpage](#)

FORMS

All forms can be found at
<https://www.chaffey.edu/studentlife/clubs-orgs.php>

Forms we will be dicussing

- Event Proposal Form
- Club Minutes
- Funding Request
- Deposit Forms
- Waiver of Liability Form
- Club Report
- Club Voting Form
- Transcript Inclusion Form
- Field Trip Requirements

Forms that Go Hand in Hand



EVENT PROPOSAL FORM

Submit at least four weeks prior to the event and you must receive approval before the event can take place.

Must submit prior to submitting a funding request.

FUNDING REQUEST FORM

- Must be submitted four weeks in advance, NO EXCEPTIONS!
- Must be submitted online before 12pm on Tuesday, with check available on Thursday at 12pm at the campus store.
- There is NEVER ANY reimbursements
- Plan accordingly

CLUB MINUTES FORM

- Any reports
- Discussion of event
- Motion & approval of any financial expenses.
- NO student ID numbers should be included.

DEPOSIT FORMS

Any unspent cash & receipts must be turned into AD-102 within three business days after the event.



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SET-UP OF EVENT

STEP 1

Submit Event Proposal- Students Submit

STEP 2

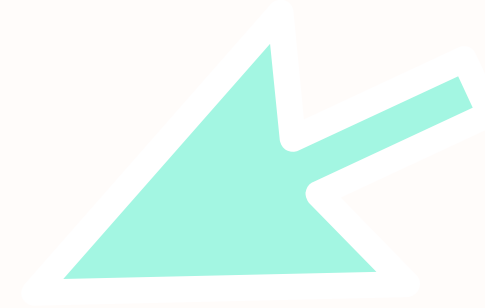
Enterprise- reservation of room or area where event will take place

STEP 3

School Dude- reserve tables, chairs, etc.

STEP 4

IT Request Form- reserve AV, such as podium, projector, speakers & microphone.



ADVISOR HAS ACCESS ONLY

MARKETING THE EVENT

- Word of Mouth
- Flyers- must be approved & stamped prior to posting
- Online Presence
- Only club advisors can submit flyer requests thru Lithography

**Make sure there is room
on the flyer for the
stamp: 2 x 2 white area**



FACEBOOK

Get the word out about your event.



INSTAGRAM

Get the word out about your event.



TWITTER

Get the word out about your event.

MORE FORMS

Waiver of Liability

Students participating in a club activity are required to complete the applicable waiver of liability form. The signed form shall be retained in the office of student life for the entire academic year.

Risk Management

Club Report Form

To be submitted by noon the Wednesday, prior to the next scheduled ICC meeting.

Club Voting Form

To be used to vote on the potential charter of new or returning clubs.

Transcript Inclusion Form

When an officer is in good standing for six months or more, their position can be posted to their official transcript. This is for officer's only.

FIELD TRIP REQUIREMENTS

*Read Field Trip Handbook

*Submit Adult Waiver Form

Here are some bullet points:

- Club Advisor's must attend all club events, and any club-funded off campus outings or events
- Club Advisor's are responsible for room check-in and out on any overnight trips
- If a minor is attending a day trip, they must provide their own chaperone
- The waiver must be signed by all ADULTS who are attending any overnight trips and submit to Nicole.Leonard@chaffey.edu

SONIA JUAREZ

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PHONE:

909-652-6589

**Contact
Information**



