

NVC Club Application for:

**Spring Club Rush: February 12th and 13th, 2013
12:00-1:30 pm @ Cafeteria Quad (Between book store and
Financial Aid)**

**Advisor/Club Pres. Training: February 3rd, 2013
12:30-1:30 pm @ The Cultural Center, Bldg. 900**

**Inter-Club Council Meetings: 2nd and 4th Tuesdays
(Starting January 28th, 2013)
12:30-1:30 pm in The Cultural Center Bld. 900**

**Deadline to turn in activation/reactivation paperwork and receive funds:
Thursday, February 11th, 2014**

Student Life/ASNVC Office, RM 1342
Spring Office hours:
M-Th: 9am-5pm; Fri: 9am-12pm

Checklist for Activating a New or Reactivating a Club/Organization @ Napa Valley College

- Read and Sign Off** on the Inter-Club Council Constitution and NVC Club Policy Manual Forms can be found in the Office of Student Life/ASNVC Office, or online and www.napa.edu via Student Services, Associated Students, Forms and Handouts, Inter-Club Council Handouts.
- Recruit** an Advisor. The Advisor must be a member of the faculty or full-time staff (cannot be a student worker). Clubs cannot exceed more than two advisors. Advisors cannot advise more than 2 clubs.
- Decide** first club meeting and a tentative schedule.
- Reserve** a place to meet on campus by completing the Request for Classroom form or reserving time in the Cultural Center. Forms can be found in the Office of Student Life/ASNVC Office. Once confirmed, advertise the club meeting around campus.
- Recruit** seven core club members. Clubs and organizations are required to have a minimum of seven core members (including a President, Treasurer, and Inter-Club Council Representative) to be an official club at Napa Valley College. Your core seven members must be NVC students. Any additional members can only be NVC students, staff or faculty. *Student ID number is REQUIRED to verify enrollment at NVC*
- Reserve** a place to meet on campus by completing the Request for Classroom form or reserving time in the Cultural Center. Once confirmed, advertise the club meeting around campus.
- Elect** officers, complete and deliver paperwork to Student Life/ASNVC Office for Approval.
- Attend** Inter-Club Council meetings. Meetings will be every 2nd and 4th Tuesday of the month from 12:30 to 1:30 pm. **Location The Cultural Center Bld. 900** Meetings are mandatory, but submitting a club report if you are unable to attend counts for attendance. If your elected club ICC Representative is unable or unwilling to attend multiple meetings, you will be required to elect a new ICC Representatives and inform the Office of Student Life.

New Approved Denied Date _____
 Reactivating VPSS Approval _____ Date _____



2013-2014 Club/Organization Application

(please print)

- Establishing New Club/Organization
- Reactivate Club/Organization

Article I

The name of club/organization: _____

Article II

The purpose for the existence of this club/organization is:

- 1) _____
- 2) _____
- 3) _____

Club or organization's goals for 2013-2014 are:

- 1) _____
- 2) _____
- 3) _____

Will your club be collecting membership dues? Yes ___ No ___

If yes, amount: _____ How often? _____

Article III

How will officers be elected: _____

What will be the eligibility requirements for the officers of your club/organization?

(Example: g.p.a, # of units)

**No student shall; on the basis of gender, race, religion, national origin, creed, ethnic background, economic status, disability, sexual orientation, or age be denied the position or office within a student club or organization)*

- 1) _____
- 2) _____
- 3) _____

What will be the term of office these individuals will serve?

How will vacancies be filled? _____

When will elections be held within your club/organizations?

How will special meetings be called? (Meetings that are conducted during different meeting time)

Article IV

Election of Club/Organization Officers

1) President - Every club is required to elect a president. The president is responsible for:

1. Preside over the club and club meetings; he/she is the "Official Spokesperson" for the club. The best person for club president is a student who can make every meeting.
2. Understand and follow Club and Inter-Club Council Constitution.
3. Keep club organized, set up club meetings, and sign off on campus forms including Business Office Forms.
4. Work with the secretary and advisor to develop an agenda for each meeting.

Club President will be:

Name: _____

Phone: _____ E-mail: _____

2) Treasurer - Every club is required to elect a treasurer. The treasurer is responsible for:

1. Keep track of the Club budget
2. Process and sign business office forms.
3. Must be able to attend club meetings

Club Treasurer will be:

Name: _____

Phone: _____ E-mail: _____

3) Inter-Club Council Representative - Every club is required to elect an Inter-Club Council Representative. The ICC Rep is responsible for:

1. Attendance at the Inter-Club Council meetings. Meetings are twice a month. If they cannot attend, the ICC rep can complete the ICC report form prior to the mtg.
2. Be the liaison between the club and the Inter-Club Council. As the liaison, the ICC representative is responsible for reporting the status of their club to other ICC members as well as reporting the content of the ICC meeting back to club members.
3. Be in charge of requesting money from the ICC and the ASNVC.

Inter-Club Council Representative will be:

Name: _____

Phone: _____ E-mail: _____

OPTIONAL Club/Organization Positions:

Vice President Shall:

1. Stand in for the president when the president cannot attend a meeting.
2. Can sign off for the president when the president cannot be reached.

Vice President will be:

Name: _____ Phone: _____

E-mail: _____

Secretary shall:

1. Be responsible for taking minutes at each meeting. They also keep track of agendas and minutes, preferably in a club binder.

Secretary will be:

Name: _____ Phone: _____

E-mail: _____

Article V

Club/Organization Meetings will be: *(Please complete the Request for Classroom form or check the availability of the Cultural Center before completing this part)*

DAY: _____

TIME: _____

PLACE: _____

Possible Club Activities for the Year:

1. _____
2. _____
3. _____
4. _____

Request for Club/Organization Advisor

Purpose of Faculty and Staff Advisor

- An advisor serves as a guide and advocate for the club members.
- An advisor helps the club to achieve the purpose for which it was organized.
- An advisor understands college policies affecting such groups; and, hence, can assist students in realizing the objectives of their group.

Responsibilities and Advice for Club Advisor:

- Advisors are required to attend all club meetings when the club meets on campus and when they meet off campus.
- Advisors must attend on and off-campus club sponsored activities and events.
- Advisors must sign all facilities and business office forms.
- Advisors are welcome to consult with the Coordinator of Student Life regarding any questions, concerns or problems regarding club activities or events.

Liability for Advisors

Club Advisors are liable for

- Advance unused or receipts not returned to the business office.
- The safety of the club members when driving the college van.
- Club behavior during the use of college facilities during meetings, events and conferences / tournaments.

The Club/Organization Student Representative: _____ of

(Club/Organization) _____ respectfully requests that _____

and _____ be the designated advisor(s) for the above-named organization for

the period of time August 2013 to May 2014.

I have agreed to be the Advisor of the: _____ . I understand the responsibilities of being an Advisor and understand my mandatory presence at the club's set meeting time. Note: Only one advisor is necessary for a club meeting. In the case of clubs with multiple advisors, attendance can rotate.

Advisor 1 Name: _____

Signature: _____ DATE: _____

E-mail: _____ Phone: _____

Advisor 2 Name: _____

Signature: _____ DATE: _____

E-mail: _____ Phone: _____

Napa Valley College Students who are current members of _____ Club/Organization.
CORE SEVEN: Seven members that regularly attend all club meetings
(including president, treasurer, and ICC representative).

1. Name: _____ Phone # _____
E-mail Address: _____ Student ID*: _____

2. Name: _____ Phone # _____
E-mail Address: _____ Student ID*: _____

3. Name: _____ Phone # _____
E-mail Address: _____ Student ID*: _____

4. Name: _____ Phone # _____
E-mail Address: _____ Student ID*: _____

5. Name: _____ Phone # _____
E-mail Address: _____ Student ID*: _____

6. Name: _____ Phone # _____
E-mail Address: _____ Student ID*: _____

7. Name: _____ Phone # _____
E-mail Address: _____ Student ID*: _____

Additional members of Club/Organization: _____

8. Name: _____ Phone # _____
E-mail Address: _____ Student ID*: _____

9. Name: _____ Phone # _____
E-mail Address: _____ Student ID*: _____

10. Name: _____ Phone # _____
E-mail Address: _____ Student ID*: _____

11. Name: _____ Phone # _____
E-mail Address: _____ Student ID*: _____

12. Name: _____ Phone # _____
E-mail Address: _____ Student ID*: _____

**Napa Valley Community College District
Application for a Trust/Club Account**

** Only new club/organization or change in advisor need to complete this form.*

Trust Club/Account Number : 79 - **Date** : _____
(to be assigned by the Business Office)

Trust Club/Account Name : _____

BC Manager/Advisor : _____

1. Name of individual, organization or club in whose account the funds are held by the District in a trustee capacity. If none, please indicate "not applicable".

2. Source of income:

3. Purpose for which funds are expended:

Requested by : _____

Approved by: : _____

BC Manager/Advisor

Oscar De Haro, Vice President of Student Services

