



Santiago Canyon College

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Orange Education Center

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January 17, 2019

Dear Advisor/Club Representative:

It is our pleasure to welcome you back to a new and exciting Spring 2019 semester. As we embark on this new semester, the Inter-Club Council board would like to best prepare you with vital information that will ensure your organization's success.

ICC Meetings: The ICC meetings are a forum for members of student organizations to share information about upcoming events, annual goals, and provide an opportunity for clubs to collaborate. The ICC meetings are held every *Wednesday from 4:00pm – 5:00pm in E-305*. The first ICC meeting is scheduled for *Wednesday February 20th, 2019*. It is important to remember that a representative of each student organization must be present at every ICC meeting.

ICC Distinguished Club Member Award: The Inter-Club Council executive board works hard on recognizing those who bring each organization to life with their dedication and commitment to their club's mission. Our officers will be awarding one non-executive member of each club a Distinguished Member Award – complete with a certificate of involvement, ICC merchandise, and recognition. We ask the executive board of each club to keep an eye on individual club members to select that one special recipient who deserves this recognition.

Club Rush: Take advantage of this day to recruit members and promote your club on campus. Club Rush will be held the dates of *March 5th and 6th, 2019*. Details will be discussed at our first ICC meeting.

Hawk University & ASG 102: Training and important information will be offered at these events for student leaders involved in a club or organization. It is essential that one or two executive board members attend the trainings – it is *mandatory* for ICC representatives to attend, and we strongly suggest presidents of their clubs accompany them. The topics covered include: Parliamentary Procedure/Brown Act, Agendas & Minutes, Budgets and Check Requests, and Events & Activity Requests. Hawk University will be held on a Wednesday, and ASG 101 will be held on a Friday. Further details regarding these two trainings will be provided in upcoming ICC meetings. Stay tuned!

Enclosed in this letter you will find a number of important items that are mandatory for each club to fill out submit as soon as possible. Here is what is enclosed for you:

- o **Club Registration Form:** New and returning clubs, please take the time to fill out and submit this form as soon as possible to the Student Life & Leadership Office in A-206. This will allow us to process any activity, room, and budget request you turn in early in the semester.
- o **Meeting Room Reservation Form:** New and returning clubs, please take the time to fill out and submit this form as soon as possible. This form will be used to document the location, date, and time for your club meetings. Without this form and without the approval from the Office of Student Life & Leadership, your club will not be recognized nor able to meet.
- o **Account Update/Renewal Form:** New and returning clubs, please take the time to fill out and submit this form as soon as possible. This will allow us to keep your club's financial account open and also help us assist your club in keeping track of any funds.
- o **Club Constitution Template:** New and returning clubs, use this template as a model to write or revise your club's constitution. The template can be changed as deemed appropriate to structure the club's government as long as the provisions comply with the ICC Constitution and/or the RSCCD policies and procedures. Clubs **must** submit a constitution with their registration form! This template is available to you in a hard or electronic copy in our office in A-206.

Thank you for your support and continued service to the Associated Students of Santiago Canyon College. We are ready for a fun and eventful semester; we hope you are too!

Sincerely,

Zainab Naqvi
ICC President

Diana Casares
Student Services Coordinator, Ext. 84710