



# MC Student Organization Information

General information about your new or renewed club. In addition to submitting this page, new clubs need to submit a copy of the organization's Constitution & Standing Rules. Examples are available in the Student Activities Office.

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Academic Year: \_\_\_\_\_

Student Organization: \_\_\_\_\_

## CLUB OFFICER INFORMATION:

In order to assume and maintain an officer position, all student organization officers, in accordance with the Associated Students Standing Rules Article VI, Section J, shall currently be registered and continuously enrolled in a minimum of five (5) units at Moorpark College during the Fall and Spring semesters and shall achieve and maintain a minimum 2.0 (or above) semester and cumulative grade point average. It is up to the club's advisor(s) to ensure that officers are maintaining this GPA requirement. A minimum of four (4) student members are required for a club to be created or renewed, including the President, and at least one member needs to be identified as the Inter-Club Council representative for the club.

Club President's Name		President's Primary Email*	MC Student ID 900#
Officer Position	Officer's Name (first/last)		MC Student ID 900#

## INTER-CLUB COUNCIL (ICC) REPRESENTATIVE:

Every officially recognized MC student organization is expected to send at least one representative to ASMC's monthly ICC meetings. It is the responsibility of the club president to ensure its organization is represented at ICC meetings. **Club president acknowledges suspension is possible for clubs that do not regularly attend these meetings.** \_\_\_\_\_ (Club president's initials)

ICC Representative's Name	ICC Representative's Primary Email

## CLUB ADVISOR(S) INFORMATION:

Clubs are required to have at least one (1) advisor who is a full-time faculty or staff member at Moorpark College, or clubs may have two (2) part-time faculty or staff members as advisors (probationary or temporary employees may not serve as a club advisor). Club advisors should provide guidance to the student organization on various college policies, supervise all financial activity, and be present at all meetings and events. Advisors are responsible for ensuring that officers meet the minimum unit and GPA requirements as specified in the above section. All advisors must also thoroughly read and sign the Advisor Agreement (in packet).

<b>Club Advisor 1</b>	<b>VCCCD Email Address</b>	<b>Extension</b>
<b>Club Advisor 2 (if applicable)</b>	<b>VCCCD Email Address</b>	<b>Extension</b>

Every officially recognized MC student organization is expected to send at least one representative to ASMC's monthly ICC meetings. It is the responsibility of the club president to ensure its organization is represented at ICC meetings. **Club advisor acknowledges suspension is possible for clubs that do not regularly attend these meetings.** \_\_\_\_\_ (Club advisor's initials)

## TRUST ACCOUNT INFORMATION:

The Ventura County Community College District must account for all spending done by student organizations that have been formally recognized by the Associated Students of Moorpark College. This is managed through the set-up of a trust account. Each official club can set up a trust account, which allows them to receive and deposit funding which they can spend on things like conferences, prizes, food, and other items. If you are a continuing club, please list your Trust Account information below. If you are looking to create a new club, please leave the below information blank.

**Trust Name:** \_\_\_\_\_ **Trust Number:** \_\_\_\_\_

## COMMUNICATION WITH OR FROM ASMC/STUDENT ACTIVITIES:

All contact between the Associated Students of Moorpark College (ASMC) Board of Directors and/or Student Activities Office will be made through the organization's student president and/or advisor, with the exception of communications specific to the Inter-Club Council Meetings when someone other than the club president will be serving as ICC representative. **By initialing, you acknowledge responsibility of the club president and/or advisor to notify the ASMC Director of Student Organizations or the ASMC Advisor if electronic communications from either of these contacts is not being received.**

\_\_\_\_\_ (Club president's initials) \_\_\_\_\_ (Club advisor's initials)

_____	_____	_____	_____
<b>Student Club President</b>	<b>Date</b>	<b>Student Organization Advisor</b>	<b>Date</b>
_____	_____	_____	_____
<b>Student Organization Advisor</b>	<b>Date</b>	<b>MC Student Activities Specialist</b>	<b>Date</b>