

Club Chartering PACKET



Club Name: _____

Chartering & Rechartering Procedures

- 1** Submit the completed packet to the ASLC Club Affairs Officer via email
To: laneyaslcclubaff@peralta.edu
CC: laneystudentactivities@peralta.edu
- 2** Attach Club Constitution to email
- 3** Wait to receive an email to attend an Associated Students of Laney College (ASLC) scheduled meeting to propose and officially charter your club.
Please be prepared to answer any questions from the board.



Associated Students of Laney College Club Chartering Packet

CLUB CHARTERING APPLICATION

REQUESTOR'S INFORMATION

Applicant's Name:	Student ID #:	Application Date:
Applicant's Email:		Applicant's Phone Number:

CLUB INFORMATION

Club Name:	Club Email:
Semester of Activation: Fall Spring	Status: Chartering Rechartering
Purpose Statement: _____ _____ _____	
Meeting Times:	Location:

ADVISOR INFORMATION

Advisor's Name:	Email:	Phone Number:
Department:	Signature:	Date:



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OFFICER CONTACT INFORMATION

POSITION: President

Name: _____

Email: _____

Phone Number: _____

Student ID Number: _____

Signature: _____

POSITION: Vice President

Name: _____

Email: _____

Phone Number: _____

Student ID Number: _____

Signature: _____

POSITION: Treasurer

Name: _____

Email: _____

Phone Number: _____

Student ID Number: _____

Signature: _____

POSITION: Inter-Council Representative

Name: _____

Email: _____

Phone Number: _____

Student ID Number: _____

Signature: _____

POSITION:

Name: _____

Email: _____

Phone Number: _____

Student ID Number: _____

Signature: _____

POSITION:

Name: _____

Email: _____

Phone Number: _____

Student ID Number: _____

Signature: _____



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OFFICER CONTACT INFORMATION CONT.

POSITION:

Name: _____

Email: _____

Phone Number: _____

Student ID Number: _____

Signature: _____

POSITION:

Name: _____

Email: _____

Phone Number: _____

Student ID Number: _____

Signature: _____

POSITION:

Name: _____

Email: _____

Phone Number: _____

Student ID Number: _____

Signature: _____

POSITION:

Name: _____

Email: _____

Phone Number: _____

Student ID Number: _____

Signature: _____

POSITION:

Name: _____

Email: _____

Phone Number: _____

Student ID Number: _____

Signature: _____

POSITION:

Name: _____

Email: _____

Phone Number: _____

Student ID Number: _____

Signature: _____



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CLUB MEMBERS ROSTER

Every club must have at least six members to be considered active. Please provide the names, student emails, and corresponding student IDs of the members in your club.

NOTE: All club members MUST be Peralta College students.

NAME	EMAIL	SID #



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ADVISORS RESPONSIBILITIES & AGREEMENT

In order to provide a common framework in which all clubs can operate with great passion and student interest within reason, we are holding all club advisors of Laney College's clubs responsible for the following:

1. Club Advisor must review the Advisors Handbook and Event Planning Procedures
2. Club Advisor must be aware of all club related meetings, events, and practices.
3. Club Advisor must help plan and support students when coordinating events.
4. Club Advisor must be aware of all financial transactions related to the club.
5. Club Advisor is responsible for supervising the use of all college equipment and facilities during any club activity.
6. Club Advisor is expected to file travel forms for all off campus activities.

FACULTY/STAFF ADVISOR AGREEMENT

I agree to act as advisor of (Name of Club): _____
during the current academic year, provided that the request for the club to be chartered is granted. I will also fulfill and uphold the responsibilities expected of a club advisor as stated above.

Club Advisor's Name

Club Advisor's Signature

Date



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CLUB REPRESENTATIVE RESPONSIBILITIES & AGREEMENT

We are holding all clubs at Laney College responsible for the following:

1. As a chartered club of the ASLC, we agree that no less than two (2) club members from our club will actively assist and participate in 1-2 events.
2. We will attend every regular Inter-Club Council (ICC) meeting and will appoint one (1) voting delegate and one (1) alternate delegate to vote at these meetings.
3. We will adhere to the ICC, ASLC, Laney College, and Peralta Community College District Code of Conduct.
4. We will submit project proposal packet(s) in a timely manner when planning events.
5. We will remove our fliers promptly after events or may forfeit having privilege of posting fliers on campus.

By signing below, I have read this document and the corresponding club agree to all the terms prescribed above to remain in good standing on the campus of Laney College.

Club Representative Name

Club Rep. Signature

Date

Club President Name

Club Pres. Signature

Date

Send completed application along with Club Constitution to receive an email to attend an ASLC scheduled meeting. Be prepared to answer any questions regarding your club.