



# Berkeley City College Club Re-Chartering Packet

Club Name: \_\_\_\_\_

VP of Programs Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Chief Justice Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date approved by ASBCC: \_\_\_\_\_

**\*Please put your club's name at the top of every page**

**Club Name:** \_\_\_\_\_

## **To Re-Charter a Club at Berkeley City College**

1. Obtain the BCC Club Re-Chartering Packet from the Associated Students of Berkeley City College (ASBCC) Vice President of Programs, who is located in the ASBCC office (Room 057) or from the ASBCC website: [www.berkeleycitycollege.edu/wp/asbcc](http://www.berkeleycitycollege.edu/wp/asbcc)

Packet includes:

- Petition to Re-Charter a Student Club
- Club Advisor Agreement
- Club Budget
- ASBCC Funding Request Instructions and Agreement

2. Return all items (Petition to Re-Charter a Student Club, Club Advisor Agreement, completed Club Budget, and the ASBCC Funding Request Instructions and Agreement) to the ASBCC Vice President of Programs in room 057.

3. You will be notified by the VP of Programs when your club is approved and when the first Inter-Clubs Council meeting will be.

**Club Name:** \_\_\_\_\_

## Petition to Re-Charter a Student Club

We, the undersigned students, request permission to organize the club described below in accordance with the rules and regulations of Peralta Community College District (PCCD) and the ASBCC.

Objective of Proposed Club:

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Provide a description of your club and meeting frequency:

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Signatures and the student ID numbers of ten or more students who are interested in becoming members of the proposed group:

<u>Name</u>	<u>Student ID Number</u>	<u>Name</u>	<u>Student ID Number</u>
1.		2.	
3.		4.	
5.		6.	
7.		8.	
9.		10.	
11.		12.	

Date Petition obtained \_\_\_\_\_ Student Contact Name: \_\_\_\_\_

Date original Petition, Constitution, and Faculty/Staff Sponsor Agreement filed \_\_\_\_\_

Student Contact Phone: \_\_\_\_\_ SID #: \_\_\_\_\_

Student Contact Email: \_\_\_\_\_

E-mail address for club: \_\_\_\_\_

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

ASBCC Vice President of Programs Signature

**Club Name:** \_\_\_\_\_

## **Club Advisor Agreement**

### Responsibilities of Club Advisors of Student Clubs

- Club Advisors should make an effort to attend meetings of the club. These meetings must be held on the BCC campus.
- Each club is required to file meeting minutes of every meeting. Club Advisors are tasked with making sure these minutes are filed with the VP of Programs.
- Club Advisors should be knowledgeable of all financial transactions of the club.
- Club Advisors are responsible for supervising the use of college equipment and facilities during any club activity.
- Club Advisors should ensure that the club is following the meeting procedures outlined by the Ralph Brown Act and general parliamentary procedure.
- Club Advisors are expected to file travel forms for all off campus activities.
- Before agreeing to be a Club Advisor for a club, Club Advisors should have an opportunity to read the students' Petition to Charter so that they may be acquainted with the purposes, objectives, and membership of the proposed club.
- Club Advisors should be familiar with the above list of minimum responsibilities that they are expected to assume and ensure that the students fulfill their duties.

Please return this page along with all other requested materials in person to the VP of Programs in room 057.

### FACULTY/STAFF SPONSOR AGREEMENT

I agree to act as advisor of \_\_\_\_\_ during  
**(NAME OF CLUB)**

the \_\_\_\_\_ academic year, provided that the request for the club to be chartered in an academic year be granted. I also agree to advise interested students while they are formulating a constitution.

Club Advisor's Name (Please Print) \_\_\_\_\_

Phone # \_\_\_\_\_ Date \_\_\_\_\_

Club Advisor's Email \_\_\_\_\_

Club Advisor's Signature \_\_\_\_\_

**Club Name:** \_\_\_\_\_

## CREATING YOUR BUDGET

The Club Budget should include an outline of the estimated expenses for the entire year (July 1st to June 30th) for the following:

1. Any items that your club will be purchasing, with their costs and potential vendors
2. Club Rush, ASBCC events, show costs, and public speaker costs
3. Lodging and transportation

Each club is allowed one hundred dollars (\$100) of seed money per semester.

- a. Each club must submit a request for their seed money check to the ASBCC at least three (3) weeks prior to usage.
- b. Club seed money can only be used for the following:
  - i. Event supplies (food, decorations, fliers, etc.)
  - ii. Materials for basic club functions (meeting agendas, writing instruments, etc.)
  - iii. Club advertising (posters, art supplies, etc.)

## CLUB BUDGET TEMPLATE

Fill out one table per event, compile all tables in one sheet, and turn in completed yearly budget.

Event Name: \_\_\_\_\_

Items for Event:	Vendor:	Quantity	Estimated Cost

Event Total: \_\_\_\_\_

Fall Semester Total: \_\_\_\_\_

Spring Semester Total: \_\_\_\_\_

**Club Name:** \_\_\_\_\_

**ASBCC COPY: PLEASE TURN THIS COPY IN!**

**ASBCC Funding Request Instructions and Agreement**

The Associated Students of Berkeley City College (ASBCC) hereby informs you of the process for ASBCC funding requests:

1. Obtain the ASBCC/ICC Funding Request page for your completion, from the ASBCC office, room 057. Make sure you have provided all the pertinent information and the attachments requested on the forms.
2. Deliver a completed packet of the application and all supporting documents to the ASBCC Vice President of Programs in room 057. The supporting documents required are:
  - a. A vendor quote
  - b. An event flyer/brochure/detailed description
  - c. An itemized budget of the event in question
3. Any funding requests must be turned in at least four (4) weeks prior to the date by which funding is required. Funding requests turned in after the four (4) week mark may not be processed in time. (Turning in your funding request does not necessarily guarantee that your funding will be approved and processed in time.)
4. Place your funding request on the ICC Agenda by emailing the ICC Secretary and Vice President of Programs. Funding requests must be placed on the ICC Meeting Agenda and approved before approaching the ASBCC Council.
5. **Reimbursement: ASBCC/ICC has a strict NO REIMBURSEMENT policy. Late items, items not on the agenda, and/or incomplete requests will not be considered. NO EXCEPTIONS!**
6. Each club is entitled to \$100 seed money per semester. To access this seed money, please contact the ASBCC VP of Finance.

By signing this document, we the undersigned club representatives agree to all terms therein prescribed to access funds from the Associated Students of Berkeley City College.

Club Representative Signature \_\_\_\_\_ Date \_\_\_\_\_

Club Advisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

VP of Programs Signature \_\_\_\_\_ Date \_\_\_\_\_

**Club Name:** \_\_\_\_\_

**CLUB COPY: PLEASE KEEP FOR YOUR RECORDS**

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Club Advisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

VP of Programs Signature \_\_\_\_\_ Date \_\_\_\_\_