



The W# and signature of each of the club officers and club advisor(s) are required on the Student Club Leaders Signature Pages as verification the signee has read and agrees to the conditions and responsibilities terms

Note: All forms should be downloaded and opened in their respective programs (Microsoft Excel, Adobe Acrobat Reader DC, etc.) to retain data and functionality. Do not fill out forms in your browser.

INSTRUCTIONS FOR COMPLETING THE ELECTRONIC SIGNATURE PROCESS:

1. Download a free version of [Adobe Acrobat Reader DC](#). For a video tutorial on e-signatures, visit [How-To Videos](#).
2. Download the [Student Club Leaders Signature Pages](#).
3. Rename and save the downloaded file with the following structure: a. Student Club Leaders Signature Pages-[Club Name] – [Semester, Year].pdf.
 - a. E.g., "Student Club Leaders Signature Pages-XXX Club-Spring 2021"
4. Make sure you open the downloaded copy with your Adobe Acrobat Reader DC program and not your web browser.
5. Fill out the fields on the form that pertains to you
 - a. E.g. Club position: [Type your first and last name], Club position signature: [Your electronic signature], W# [WXXXXXXXX], and Date [Month/Day/Year document was signed].
6. Click on your respective signature field to insert your e-signature and follow Adobe's popup to place your signature. Instructions on e-signing can be found [here](#).
7. Save the document.
8. Email the copy of the document as an attachment to the next club leader for the signature process.
Student Club Leaders Signature Pages Route: Club President → Club Vice President → Club Treasurer → Club ICC Representative → Club ICC Representative Proxy #1 (if applicable) → Club ICC Representative Proxy #2 (if applicable) → Club Advisor → Club Co-Advisor (if applicable)
9. Repeat steps 1-8 following the appropriate signature route.
10. Upon receipt of the final student club leader signature, email the copy of the document as an attachment to [Adria Anderson-Kelly](#), Student Life Office Administrative Assistant.

REQUIREMENTS AND STEPS TAKEN FOR COMPLETING THE CLUB APPROVAL PROCESS:

The deadline for submitting the Student Club Application and supporting documents is no later than one (1) calendar month before the last Inter-Club Council (ICC) meeting of the semester.

The Student Life Office approves to activate/reactivate a student club upon submission of:

1. A completed [Student Club Application](#).
2. Identification of at least one certificated Las Positas College employee as a club advisor.
3. A complete list of all student club officers and club members.
4. Completed [Student Club Leaders Signature Pages](#).
5. Eligibility requirements have been met and verified by the Student Life Office for all club officers and proxies.
6. A [Student Club Constitution](#) (annual submission)
7. [Student Life Office Facility Request Form](#)*

*ATTENTION: In adherence to state and county public health orders and directives of the Chabot-Las Positas Community College District, the Student Life Office requires all student meetings to be held virtually for the fall 2021 semester or until further notice.

The Student Life and Administrative Services Offices suggest that clubs submit a completed [Student Life Office Facility Request Form](#) to reserve a specific meeting location in anticipation of the campus's re-opening.

The Club Advisor will be notified by email upon the approval of the Student Life Office. The ICC Chair will add an agenda item for the next Inter-Club Council (ICC) meeting to recommend a vote to have the club officially recognized by the ICC.



Las Positas College Student Life
Student Club Leaders Signature Pages

Club Name: _____ Year: _____ Semester: _____

[] New Club [] Returning Club

Student Club Officer(s) agreement and guidelines. All student club leaders will have the following responsibilities as it relates to the Inter-Club Council (ICC) and the Student Life Office:

- 1. Each student club must have an assigned certificated Las Positas College employee advisor(s)
2. Each student club is required to have a designated ICC representative or preapproved proxy to attend each ICC meeting, typically held on the first and third Friday of each month.
3. At least one (1) club officer is required to complete training conducted by the Program Coordinator for Student Life and Leadership or designee on college procedures, including hosting activities, event coordination, and financial matters.
4. Plan meetings and activities that represent the student club's mission.
5. Notify the Student Life Office when there is a change in club leadership, advisor, or constitution within ten (10) business days of such change.
6. Adhere to all local, state, and federal laws and all college policies and procedures.
7. Submit a Student Club Application each semester and complete the club recognition process.
8. Have at least six (6) members who are currently enrolled at Las Positas College.
9. Student club officers must be enrolled in a minimum of one (1) class per semester and have a cumulative 2.0-grade point average (GPA) or higher.
10. Student clubs must have a club advisor who will agree to attend all official meetings, events, and sponsored activities. Clubs may choose to have multiple student club advisors. The club advisor must be a certificated college employee.
11. Maintain membership open to all currently enrolled Las Positas College students.
12. Not interfere or disrupt the orderly conduct of college business or operations.
13. Assume responsibility for the financial status, actions, and programs of the student club.
14. Officers may be elected or appointed by active student club members.
15. Non-students may participate in club activities and events as guests but may not vote or hold office.
16. All club officers and members should be listed on the Student Club Form.
17. Clubs must have a constitution on file annually with the Student Life Office.
18. Clubs must complete the appropriate forms for all activities, events, and fundraisers.
19. Hold on-campus club meetings with a minimum of one (1) student club meeting per month.
20. Receive advance authorization from the Student Life Office for affiliation with off-campus organizations.
21. It is the responsibility of the club officer to communicate with the student club advisor when there is a change of an assigned officer or their contact information. The student club advisor must be responsible for relaying and confirming such changes to the Program Coordinator for Student Life and Leadership or designee.
22. Pursuant to California Education Code, Section 76063, student clubs may not be used as a conduit for personal financial gain or the establishment of a personal business. All club financial transactions shall be handled through an assigned college student club account maintained by Las Positas College Administrative Services Office as referenced in the ICC Constitution.

Student club officers and proxies agree to allow the Student Life Office to collect and share information with college and district entities, including, but not limited to, Administrative Services Office, Ricoh Copy Center, Las Positas College Student Government (LPCSG), and student club advisors upon completing the Student Club Application and signing the Student Club Leaders Signature Pages.

Table with 4 columns: Role, Signature, W#, Date. Rows include President, Vice President, Treasurer, ICC Representative, ICC Representative Proxy.



Club Name: _____ **Year:** _____ **Semester:** _____

New Club **Returning Club**

Student Club Advisor(s) agreement and guidelines. All student club advisors are expected to perform the following duties on behalf of student club officers and members:

1. Be a certificated Las Positas College employee.
2. Ensure students understand and adhere to all college and district policies and procedures governing student life and standards of student conduct.
3. Ensure students understand and adhere to all applicable California Education Codes, laws, and regulations.
4. Ensure that all reasonable steps are taken considering the safety and welfare of students during official student club-sponsored activities and events on and off-campus.
5. Serve as a resource and offer guidance to students to facilitate student club achievement by assisting with the planning and conducting activities (meetings, events, fundraisers, etc.) in compliance with proper procedures.
6. Ensure student clubs have a current constitution and that the student club officers and club members follow it.
7. Oversee any election or selection of officers and ensure that student club officers understand and carry out their assigned duties per their position.
8. Supervise the student club budget and oversee all financial transactions and records, including, but not limited to:
 - a. Approve expenditures along with the student club leadership and the Student Life Office;
 - b. Ensure the student club meets regularly and that minutes are being taken and kept appropriately documenting actions taken;
 - c. Review all budgets, financial reports, and transactions with student leaders;
 - d. Work with student officers when preparing the annual budget and revenue projection estimates;
 - e. Ensure that only valid expenditures are made and authorized by student club officers;
 - f. Review for completeness and accuracy when signing all college forms and student club documents before distribution or submission to the Student Life Office or Administrative Services Office;
 - g. Ensure necessary backup documentation, including original itemized receipts for expenses, are attached to forms or documents and submitted within the required ten (10) business days of the purchase;
 - h. Ensure proper cash control procedures are established and followed at all times;
 - i. Receive training on college and district accounting procedures and practices from the Program Coordinator or designee along with the student club president and treasurer and to ensure that the student club is keeping accurate records;
 - j. Ensure all items purchased with student club funds are stored on-campus and keep accurate records of inventory of and maintain student club property at all times; and
 - k. All cash advance checks must be reconciled with the Administrative Services Office within fourteen (14) business days of the purchase or event. Outstanding reconciliations are not permitted and will jeopardize the status of the student club's activities, funds, and possible deactivation.
9. Cash advances will be treated with the same requirements as that of a disbursement request. Supporting documentation of original itemized receipts for all expenses are to be submitted. Any balance of an advance that exceeds the itemized receipts is to be paid by the receiving club advisor.
10. Attend all activities, events, and meetings held by the student club (on or off-campus) from the time students arrive until the end of the activity, event, or meeting. If you are unable to attend an activity, event, or meeting, you must assist students in finding an alternate club advisor.
11. Provide guidance and mentoring to students to achieve a worthwhile program and fulfill their general goals and objectives.
12. Adhere to the Student Club Handbook.

Advisor:	Advisor Signature:	Date:
Co-Advisor:	Co-Advisor Signature:	Date:

Student Life Office Verification and Approval

Administrative Assistant: Adria Anderson-Kelly	Administrative Assistant Signature:	Date:
Program Coordinator: Josue Hernandez	Program Coordinator Signature:	Date:
Director of Student Success & Equity: Shawn Taylor	Director of Student Success & Equity Signature:	Date: