



Student Life & Leadership Club Leaders Agreement Signature Instructions

The W# and signature of each of the club officers and club advisor(s) are required on the Club Leaders Agreement 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 Club Leaders Agreement Signature Pages.
3. Rename and save the downloaded file with the following structure: a. Club Name_ Club Leaders Signature Pages – [Semester, Year].pdf. a. E.g. “XYZ Club_ Club Leaders Signature Pages-Fall 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 pertain 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 Form 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 Form 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 online Club Application.
2. Identification of at least one club advisor.
3. A complete list of all student club officers and club members.
4. Completed Club Leaders Agreement 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. (Semester submission)
7. Student Life Office Facility Request Form. (The Student Life Office suggest that clubs be prepared to submit a completed Student Life Office Facility Request Form to reserve a specific meeting location in anticipation of Student Life’s full return to in-person activities.)

*** Attention:**

Per the [2021-22 Return to Campus Plan](#), the Student Life Office would like to remind the Las Positas College Student Government, Inter-Club Council, and Student Clubs that there shall be no Student Life “in-person” activities during the fall 2021 semester. However, meetings, field trips, fundraising, etc.), may take place virtually with the presence and participation of the assigned advisor.

Thank you for your patience and understanding. Please contact Josué Hernández, Program Coordinator, Student Life and Leadership, at jahernandez@laspositascollege.edu for further information.

8. 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.



Student Life & Leadership Club Officer Agreement

Club Name: _____ Semester: _____ Year: _____

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 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.
2. At least one (1) club officer is required to complete training conducted by the Program Coordinator of Student Life and Leadership or designee on college procedures, including hosting activities, event coordination, and financial matters.
3. Plan meetings and activities that represent the student club's mission.
4. Notify the student club advisor, and assist in notifying the Student Life Office, when there is a change in club leadership, advisor, or constitution within ten (10) business days of such change.
5. Adhere to all local, state, and federal laws and all college policies and procedures.
6. Submit a Student Club Application each semester and complete the club recognition process.
7. Have at least six (6) members who are currently enrolled at Las Positas College (LPC).
8. Club officers must be enrolled in a minimum of one (1) class per semester and have a cumulative grade point average (GPA) of 2.0 or higher.
9. Clubs must have a club advisor who will agree to attend all official meetings, events, and sponsored activities. Clubs may choose to have multiple club advisors.
10. Maintain membership open to all currently enrolled LPC students.
11. Not interfere or disrupt the orderly conduct of college business or operations.
12. Assume responsibility for the financial status, actions, and programs of the student club.
13. Officers may be elected or appointed by active club members.
14. Non-students may participate in club activities and events as guests but may not vote or hold office.
15. All club officers should be listed on the Student Club Application. (The Program Coordinator of Student Life and Leadership recommends submitting a full list of club members via email for record-keeping purposes.)
16. Clubs must have a constitution on file with the Student Life Office.
17. Clubs must complete the appropriate forms for all activities, events, and fundraisers.
18. Hold virtual or on-campus club meetings with a minimum of one (1) student club meeting per month.
19. Receive advance authorization from the Student Life Office for affiliation with off-campus organizations.
20. It is the responsibility of the club officer to communicate with the club advisor when there is a change of an assigned officer or a change in any contact information. The club advisor must be the responsible party to confirm and relay such changes to the Program Coordinator of Student Life and Leadership or designee.
21. Pursuant to [California Education Code, Section 76063](#), 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 club account maintained by Las Positas College Administrative Services Office as referenced in the ICC constitution.
22. Approved club meeting minutes must be submitted monthly to the Inter-Club Council Chair (fall and spring semesters when meetings are held).
23. Club officers are not allowed to make purchases without prior club approval by vote.

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

President:	President Signature:	W#	Date:
Vice President:	Vice President Signature:	W#	Date:
Treasurer:	Treasurer Signature:	W#	Date:
ICC Representative:	ICC Representative Signature:	W#	Date:
ICC Representative Proxy:	ICC Representative Proxy Signature:	W#	Date:
ICC Representative Proxy:	ICC Representative Proxy Signature:	W#	Date:



Student Life & Leadership Club Advisor Agreement

Club Name: _____ Semester: _____ Year: _____

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 student club members:

1. The certificated club advisor must attend all club/ASB activities, from when students arrive until the end of the activity, even if another adult volunteer or certificated/classified staff member is available. This expectation applies to all on-campus, off-campus, and virtual meetings, events, field trips, fundraising, etc. If an advisor cannot attend a meeting, activity, or event, you must assist students in finding an alternate advisor or cancel/postpone the activity.
2. Ensure students understand and adhere to all college and district policies and procedures governing student life and 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 club achievement by assisting with the planning activities and conducting meetings in compliance with proper procedures.
6. Ensure the club has a current constitution and that all club officers and members adhere to it.
7. Oversee any election or selection of officers and ensure that club officers understand and carry out their assigned duties in accordance with their position.
8. Supervise the club budget and oversee all financial transactions and records, including, but not limited to:
 - a. Approve expenditures along with the club officers and the Student Life Office;
 - b. Ensure the club meets regularly and that minutes are being taken and kept appropriately documenting actions taken;
 - c. Review all budgets, financial reports, and transactions with club officers;
 - d. Work with club officers when preparing the annual budget and revenue projection estimates;
 - e. Ensure that only valid expenditures are made and authorized by club officers;
 - f. Review for completeness and accuracy when signing all college forms and 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. Advisors are not allowed to purchase items without a formal approval vote from the club.
 - i. Ensure proper cash control procedures are established and followed at all times;
 - j. 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; and
 - k. Ensure all items purchased with student club funds are stored on-campus and keep accurate records of inventory of and maintain club property at all times. The Program Coordinator of Student Life and Leadership and the Vice President of Administrative Service has the right to request and review the list for audit purposes
 - l. 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 club's activities, funds, and possible deactivation.
 - m. Ensure that all fundraisers are approved prior to being held.
 - n. If the club is affiliated with an outside charity or nonprofit organization that will be the beneficiary of fundraising profits, the affiliation must be approved by the board of education. All publicity for the fundraiser must state the nonprofit or charity that is receiving the profit.
 - o. Ensure all flyers and posters are approved by the Student Life and Leadership Department prior to being posted.
 - p. Ensure any club monetary transactions, such as membership donations or club t-shirt purchases, are collected with the advisor present. The club must record and maintain all money collected and turn in to the ASB bookkeeper. The ASB bookkeeper will set up an account for the club in the student body account. Never have checks made payable to yourself, or to a student, and never deposit funds in your personal bank account.
9. Travel cash advances will be treated with the same requirements as that of a disbursement request. Supporting documentation of original itemized receipts for all expenses is to be submitted. The receiving club advisor must pay any balance of an advance that exceeds the itemized receipts.
10. Oversee and ensure that student club officer and ICC representative responsibilities are being met.
11. Provide guidance and mentoring to students to achieve a worthwhile program and fulfill their general goals and objectives.
12. Adhere to the Student Life & Leadership Policies and Procedures 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: Josué Hernández	Program Coordinator Signature:	Date:
Director of Student Equity and Success: Shawn Taylor	Director of Student Equity and Success Signature:	Date: