



# Barstow Community College

## STUDENT CLUB ACTIVATION FORM

### Contact Information of Submitter

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

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

Phone Number: \_\_\_\_\_

Student ID (B#): \_\_\_\_\_

Email Address: \_\_\_\_\_

### Student Club Information

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

Meeting Modality:  In-Person  Online  Hybrid

Meeting Frequency:  Weekly  Biweekly  Monthly  Other: \_\_\_\_\_

### Student Membership Information

List **at least 4** active BCC Enrolled Students (*must be currently registered in at least one course*):

	Name	Student ID (B#)	Phone Number	Email Address
1				
2				
3				
4				
5				

**Briefly Outline the Mission/Objective of this Club:**

**Please List any potential Club Advisors: (Please Include Full Name and BCC Email)**



# Barstow Community College

## STUDENT CLUB ACTIVATION FORM

### Your Next Steps Include:

Meet with the Senator of Student Clubs and Organizations, Ashley Arellano (Email: [aarellanohernandez@barstow.edu](mailto:aarellanohernandez@barstow.edu)) to develop club outreach efforts and Constitution/Bylaws.

Submit a completed Club Constitution/Bylaws to the Director of Student Life and Conduct ([studentlife@barstow.edu](mailto:studentlife@barstow.edu)).

Set a meeting with potential Club Advisor and Director of Student Life and Conduct to review Club Advisor Roles and Responsibilities

Once Club Advisor is approved and on boarded, the club must submit an updated initial student membership roster (Please include, student full name, BCC ID #, BCC Email) to Student Life Director. ([studentlife@barstow.edu](mailto:studentlife@barstow.edu))

Once Initial Membership roster is submitted, Club initial members and Club Advisor may begin election process. All members and club advisor will lead this process.

Once election process is completed, please submit an updated membership list with election board members roles and titles (Please include, Student Full Name, BCC ID #, BCC Email, E-Board Role)

Club Advisor must schedule Inaugural New Club Orientation with Associated Student Government in order to inform members of club protocols and procedures and review Constitution and Bylaws.

Once submitted and approved by the ASG Board, student clubs will receive \$500 in startup funds. All members must complete a FERPA training, certificate copies should be emailed to Director of Student Life and Conduct ([studentlife@barstow.edu](mailto:studentlife@barstow.edu)). Members that do not submit a completed certificated will not be allowed to participate in on campus club events until completed. Please reach out to [studentlife@barstow.edu](mailto:studentlife@barstow.edu) to receive FERPA training.

**\*Please submit this completed form to the Office of Student Life & Conduct by either emailing it to [studentlife@barstow.edu](mailto:studentlife@barstow.edu) or in-person in the Student Services Building Room #C10.**

Updated On: 12/01/2024

VPSS Approved Date: \_\_\_\_\_