



Associated Students of Gavilan College
5055 Santa Teresa Blvd. Gilroy, CA 95020
Tel. (408) 848-4777 Website: gavilan.edu/student/asgc

How to Start a Club on Campus

First of all, we would like to thank you for taking the initiative and starting a new club that will benefit the students of Gavilan College. We understand the difficulty behind starting a completely new thing and we are here to help. But before we can fully support your club we must establish a foundation in which we can collectively succeed to our fullest potential. Complete the required forms, which include an ICC (Inter Club Council) Information Form and your Club Strategic Plan, both parts 1 and 2. Be sure to also include your newly developed club constitution and bylaws. Once that is complete we will try our best to get you aboard as soon as possible. Next you will join us during an Inter Club Council meeting and present your club to them. This step is equally and vitally important as all other before it because the ICC will be voting to allow your club into their ranks. Once all is said and done you will officially be recognized by the Associated Students of Gavilan College and your club will be able to use facilities for meetings and club events, as well as fundraise on campus.

When starting a club try to imagine it in the next semester, the next year, and well beyond after you have left Gavilan College. We are a diverse student body and your ideals for your club should be as so. Even if your club starts small you can make a real impact in the lives of the Gavilan students and the communities they are a part of. Take pride in what you have and will construct through your journey as part of Gavilan. Most importantly of all: have fun.

Things Your Club Will Need

- A club must have a minimum of five students participating.
- A club must have an advisor on campus.
- A club must submit a constitution, bylaws, ICC Information Form, and a club strategic plan.
- A club must go through due process of being voted on and approved by attending an ICC meeting.

What Your Club Can Expect

- All new clubs will receive a starter stipend of two hundred dollars (\$200.00).
- All clubs may receive up to one hundred dollars (\$100.00) per calendar year from ASGC.

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- All clubs receive the same cooperation and support from ASGC including technical support in records, finance, and communication.
 - Upon request ASGC can provide materials for posters.

Rules Your Club Must Follow

- The ASGC, its constitution, and its bylaws are the sovereign authority over all clubs. Any violations of campus or ASGC policies shall void ASGC for responsibility for, and sponsorship of the club.
- For continued recognition by ASGC and the \$100.00 donation, a club representative must attend all ICC meetings.
- Finances of all clubs shall be processed through ASGC.
- All clubs shall submit a summary of events, activities, and fundraisers at the monthly ICC meetings.
- All clubs are highly encouraged to attend ASGC Senate meetings which are every Thursday from 9:45-11:05am.
- Part 2 of your Club Strategic Plan and the ICC Information Form will need to be updated every semester to ensure streamline communication.

CLUB STRATEGIC PLAN, PART 1

(Attach extra sheets if necessary)

Club Name: _____ **Academic Year:** _____

I. Describe the Club:

II. List the Clubs Specific Objective(s):

III. List the activities intended to meet the objective(s)

IV. Describe how the club benefits you, the student and/or the college:

CLUB STRATEGIC PLAN, PART 2

(Attach extra sheets if necessary)

Club Name: _____ **Academic Year:** _____

I. When and Where will your Club Meet:

II. What Fundraisers does the Club Plan on Conducting (include dates and locations):

III. What Activities/Events will the Club be Conducting (include dates and locations):

IV. What Conventions/Trips will the Club partake in (include dates and locations):

Club Name: _____ Academic Year: _____

ASGC Advisor Signature

Print Name

Date

ASGC President Signature

Print Name

Date

ASGC VP of Clubs Signature

Print Name

Date

Club Advisor(s) Signature

Print Name

Date

Club President Signature

Print Name

Date

