

SAN DIEGO MESA COLLEGE

To: Student Club Officers and Faculty Advisors
From: Ashanti Hands, Dean of Student Affairs
Subject: Annual Club Registration – Spring 2012

District Manual 3200: Policies and Procedures for Student Organizations mandates that student organizations must register annually if they wish to obtain active status for the academic year. Approved registration entitles student organizations and clubs to full benefits, including financial services provided by the Mesa College Accounting Office, and the use of college facilities for authorized events, club meetings, and fund-raising activities on campus. Clubs that subsequently become recognized by the Associated Student Government (ASG) also become eligible for ASG funding, as outlined in the **AS Club Funding Policy**.

To register a club for the SPRING 2012 academic year, a registration packet must be submitted to the Student Affairs Office no later than the following date: **February 10, 2012 @ 12:00pm**. A link to the checklist for completing the club packet can be found on page two of this document. *Attendance at the Club Orientation on February 10, 2012 @ 11:00am, is mandatory for the officers and advisors of any new clubs.* All clubs are highly encouraged to participate in all of the activities listed below:

SPRING 2012

Required Activity

Inter Club Council first meeting	February 3, 2012 @ 10:00am
Club Rush	January 30 – February 2, 2012
Club Officer & Advisor Orientation	February 10, 2012 @ 10:00am
Registration Packets Due	February 10, 2012 @ 12:00pm

Suggested Activity

Welcome Week: January 23 – 24, 2012

Room assignments are subject to change; please check the [Mesa College Inter-Club Council](#) Facebook page for up-to-date information on where ICC events will be held. If you have any other questions about the orientation or any other necessary club activities, please contact Courtney Lee in the Student Affairs Office at (619) 388-2699.

Withdrawal of funds from clubs accounts that were active in FALL 2011 will not be authorized until after a club's registration packet has been approved for the upcoming Spring Semester and its officers/advisors have attended the orientation. Therefore, if your club is planning to withdraw funds as soon as the semester begins, it is imperative that your club registration packet is complete and your officers/advisors attend the orientation.

We look forward to receiving your registration documents!

CLUB REGISTRATION PACKET

- ✓ Clubs continuing from the Fall Semester to the Spring Semester need only submit those documents that have changed since the Fall, such as new members, new officers or a new advisor. Please contact Courtney Lee in Student Affairs for more information or if you have any questions.
- ✓ New clubs or clubs that have been inactive for at least one semester must submit a complete club packet.
- ✓ Be sure to submit all required forms by **February 10, 2012 @ 12:00pm**
- ✓ Read and complete required information found on the following links:

1. [CHECKLIST APPLICATION FOR RECOGNITION OF CLUB / ORGANIZATION](#)
2. [ADVISOR SIGNATURE FORM](#)
3. [STUDENT CLUB / ORGANIZATION MEMBERSHIP LIST](#)
4. [LIST OF STUDENT CLUB / ORGANIZATION OFFICERS](#)
5. [REGULATIONS FOR FUND-RAISING & EXPENDITURE OF STUDENT CLUB / ORGANIZATION FUNDS](#)
6. [MANUAL 3200: POLICIES AND PROCEDURES FOR STUDENT CLUBS / ORGANIZATIONS](#)
7. [OFFICER SIGNATURE CARD](#)
8. [CLUB FUNDING POLICY AGREEMENT](#)