



Student Life & Leadership

New Club Application

Eligibility, Directions & Next Steps

- **Eligibility:** per the ASCC Constitution, all approved clubs must:
 - Must have at least **5** members (including the President) and at least **1** faculty or staff advisor
 - Must have at least **1** club member participate in Inter Club Council Meeting (facilitated by the ASCC Club Director)
- **Directions:**
 - Please complete **sections I-II** of this application, including a club constitution, and return it to the Student Life and Leadership office in person (SLO: 5301 & NCC: N1005) or via email (studentlife@cuesta.edu). Electronic signatures are sufficient.
 - **Section III is *only applicable* to *High-Risk Clubs* that engage in *activities that can lead to bodily injury, illness, disease or death* (e.g. sports & recreation).** Please complete section III if applicable.
 - Applications are required when a club is started (whether new or inactive).
- **Next steps:**
 - Your application will be reviewed upon submission. Please feel free to inquire with Student Life and Leadership staff on the status of your application, but please allow 2-3 weeks for formal review and approval. This timeline may be extended if your club requires additional review (e.g. high-risk clubs)
 - Once approved, your club President and Advisor will be notified via email and a mandatory club orientation meeting will be scheduled. The meeting will focus on frequently asked questions, need-to-know processes, your club's meeting location/time, etc.
 - If you have any questions after reading these instructions and completing all necessary paperwork, please email studentlife@cuesta.edu

Section I: Club information, Declarations & Contacts

Club Information

Academic Year: 20 – 20

Name of Club:

Clubs must have at **least 5 members** (including the President). Has this requirement been met?

Yes

If checked "Yes" please proceed. If not, please recruit before submitting an application.

Declarations & Contacts

Both the President and Faculty/Staff Advisor agree to submit an **Advisor & Officer Change Form** if any change occurs in Club contacts. This form can be found on the [website](#).

The President will:

1. Allow membership to all Cuesta College students including but not limited to race, religion, sex, gender identity, national origin, or disability.
2. Delegate a member to attend bi-annual Inter-Club Council (ICC) meetings.
3. Work in cooperation with other clubs for the good of the entire Cuesta College community.
4. Inform members of school policies pertaining to clubs and honor those policies in all official club activities.
5. Send Student Life & Leadership staff enrollment rosters, meeting records, etc. Upon request.

President (Required)

Name:

Cuesta Student ID #: 900_____

Signature:

The Faculty/Staff Advisor will:

1. Be employed by Cuesta College from the initial date of club approval and remain so indefinitely. If the advisor leaves Cuesta College, a new one will need to be appointed and Student Life and Leadership staff should be notified immediately.
2. Maintain active communication with club leadership and members for guidance and mentorship.
3. Ensure that District policies and procedures are followed.
4. Attend and oversee club meetings and functions as much as possible.
5. Work with the President to document meeting attendance and enrollment regularly.
6. Attend a Club Orientation with the club President and Student Life and Leadership staff upon approval. Attend club meetings regularly.

*For a full list of Advisor responsibilities, please refer to the Club Handbook, which can be found on the [website](#).

Faculty/Staff Advisor (Required)

Name:

Signature:

Section II: Constitution

Please submit your constitution, based on the fillable template provided on the [website](#) as an attachment to the application.

Section III: High Risk Clubs Waiver & Release of Liability

All High-Risk Club applications must:

- Be approved annually (Requirement met by Student Life & Leadership)
- Document a High-Risk Club's name and purpose (Requirement met in Sections I & II)
- Document High Risk Club officers and advisor (Requirement met in Sections I & II)
- Document a co-curricular or extramural component. Describe how your club relates to a current class at Cuesta College, is an extramural activity or a sport not offered by Cuesta College:

- Document the names of anticipated High Risk Club participants. Please enter the names of all anticipated club members:
- Document anticipated High Risk Club activities. Please comment on the types of activities students will engage in below (e.g., students will play ultimate frisbee):

Lastly, all High-Risk Clubs must have every member complete the hold harmless forms available on the Student Life & Leadership [website](#) (under Field trip Forms & Releases):

- **SLOCCCD Release, Waiver of Liability, Assumption of Risk and Indemnity/Hold Harmless**
- **SLOCCCD Authorization for Emergency Medical Treatment (Minors)**

Both the President and Faculty/Staff Advisor acknowledge the additional requirements for High-Risk Clubs as outlined in the High-Risk Club Policy. By signing below, both the President and Faculty/Staff Advisor acknowledge that all additional requirements have been met and that all club members (both current and future) will remain in compliance with the High-Risk Clubs and Activities Policy. All parties acknowledge that they have read and understand the High-Risk Clubs Policy.

Faculty/Staff Advisor (Required)

Name:

Signature:

President (Required)

Name:

Cuesta Student ID #: 900_____

Signature:

Please ensure that applicable hold-harmless releases are attached for all active club participants and turn these forms into the Student Life & Leadership Office for any club members that join after the club has been approved.