

2020-21 CLUB RENEWAL APPLICATION

All recognized clubs must renew their charters every academic year in order to maintain their status. The Request to Organize a New or Returning Club form, the Advisor Consent form, and the Clubs Brochure and Website Listing form must be completed annually. **Your club Constitution and bylaws should be reviewed and amended as necessary.** A Student Activity Request for your club's general meetings must be completed at the beginning of each semester.

All completed forms must be emailed to the Student Life and Leadership office at studentlife@cuesta.edu. After Senate approves your club renewal, copies of these forms will be placed in your club file and the club will be considered active for the entire academic year.

This **RENEWAL CLUB APPLICATION** includes the following forms:

RENEWAL CLUB APPLICATION

1. Renewal Club Application (Part I)*
2. Advisor Consent Form (Part II)*
3. Clubs Brochure and Website Listing (Part III)*

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- * These items must be completed and on file in the Student Life and Leadership Office before ASCC can consider your club for official recognition for the academic year.

** Social Media Registration Form

<https://www.cuesta.edu/student/campuslife/studentlife/social-media-club-registration.html>



CLUB ORIENTATION

After ASCC approves renewal of your club, a club orientation is needed **only** if there has been a change in club officers or with your advisor. Please ask staff if you are unsure about this!

Club Orientations will occur after your club is approved.

After ASCC approves renewal, your club continues its eligibility to:

1. Apply for student government funds.
2. Use college facilities for club meetings, activities, and events. **NOTE:** Major events may require facility charges. (Unavailable fall 2020)
3. Use college equipment free of charge (e.g., projectors, TV/DVDs, etc.)
(Unavailable fall 2020)
4. Participate in Club Day(s).

CLUB MEETINGS

We urge all clubs to schedule their weekly meetings at times OTHER THAN Thursdays, 10:30am-12:00pm. ASCC holds its Senate meetings each Thursday at this time and encourage club representatives to attend. Inter-Club Council (ICC) meetings are held monthly. Please contact the ASCC Clubs Director for additional information on ICC.

QUESTIONS

If you have any questions after reading these instructions and completing all necessary paperwork, please email studentlife@cuesta.edu.



SOCIAL MEDIA GUIDELINES

Purpose:

This guideline applies to the use of the college's name, likeness, logo, and information about Cuesta College on social media platforms such as or similar to Facebook, You Tube, Twitter and Instagram. The intent of this guideline shall remain intact although the platform may change over time.

Responsible Parties:

The Advancement/Marketing Department is the registrar of the college's social media pages. Those who wish to start a social media account that has the name or logo of Cuesta College must register the site with the Advancement/Marketing Department.

Examples of those who need to register their site:

- Those who wish to use the college's name, likeness, or logo on any social media sites
- An employee or student group on campus that seeks to create a social media site affiliated with an official college group

Athletics: The college will maintain one official college athletic team social media site, per the California Community College Athletic Association Bylaws. The site will identify as the college's official site, with a disclaimer regarding the existence and accuracy of the information about their athletic program.

Content:

Although the college encourages lively discussion, the College is not responsible for content created by students or employees on unofficial social media sites. However, if a situation involving offensive or unlawful content arises, the college reserves the right to remove content from the official college pages or require the site that bears the college name and logo to remove content.

Content created by site administrators on Cuesta College-affiliated social media sites must relate directly to college business, programs, services or related interests. Content placed by site administrators cannot promote nor link out to individual opinions or causes. If an officially affiliated site is established, it must adhere to existing college policies governing employee and student behavior, in addition to any and all policies required by the social media site. Users must comply with all federal copyright regulations, including the [TEACH Act](#).

College social media sites that do not follow these guidelines will be required to remove the site.

See also:

- 1500 Public Affairs and Community Relations
- BP 5500 Standards of Conduct
- AP 3720 Computer and Network Use

Reminder:

If clubs have social media pages (ie facebook, intsagram,etc.) you must register at <https://www.cuesta.edu/student/campuslife/studentlife/social-media-club-registration.html>

PART I: 2020-21 RENEWAL CLUB APPLICATION

ACADEMIC YEAR 2020-21

NAME OF RENEWING CLUB _____

STUDENT CONTACT NAME _____ Phone _____

MyCuesta Email _____

We, the undersigned club members, will:

1. Allow membership to all Cuesta College students regardless of race, religion, sex, national origin, or disability.
2. Delegate a member to attend monthly Inter-Club Council (ICC) meetings.
3. Include in our club purpose a philosophy of service to the students and the Cuesta College community.
4. Work in cooperation with other clubs for the good of the entire Cuesta College community.
5. Inform members of school policies pertaining to clubs and honor those policies in all official club activities.

PRESIDENT <i>Printed Name</i>	PRESIDENT <i>Signature</i>	Date	900 Cuesta ID#
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VICE PRESIDENT <i>Printed Name</i>	VICE PRESIDENT <i>Signature</i>	Date	900 Cuesta ID#
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ADVISOR <i>Printed Name</i>	ADVISOR <i>Signature</i>	Date	Extension
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Three (3) additional, required student club members (attach a separate sheet if more than 3):

1. _____	_____	_____	900 Cuesta ID#
<i>Printed Name</i>	<i>Signature</i>	<i>Date</i>	

2. _____	_____	_____	900 Cuesta ID#
<i>Printed Name</i>	<i>Signature</i>	<i>Date</i>	

3. _____	_____	_____	900 Cuesta ID#
<i>Printed Name</i>	<i>Signature</i>	<i>Date</i>	

ASCC will consider club approval only if all items below are included with your application:

- | | |
|---|---|
| <input type="checkbox"/> Renewal Club Application–Part I | <input type="checkbox"/> Clubs Brochure/Website Listing–Part III |
| <input type="checkbox"/> Advisor Consent Form–Part II | <input type="checkbox"/> High-Risk Club Insurance Policy (if applicable) |

Are there CHANGES with club officers, advisor, or Constitution & Bylaws? **YES*** **NO**

***If you checked YES, you must schedule a Club Orientation with the coordinator of Student Life and Leadership.**

<p>APPROVAL: RENEWAL CLUB APPLICATION</p> <p>ASCC Clubs Director _____ Date _____</p> <p>Coordinator, Student Life & Leadership _____ Date _____</p> <p>Approved at Student Senate Meeting <input type="checkbox"/> Yes <input type="checkbox"/> No _____ Date _____</p> <p>Vice President, Student Services* _____ Date _____</p> <p><small>*Required only if club meets high-risk definition</small></p>	<p style="text-align: center;">SLL Date Stamp HERE</p>
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PART II: ADVISOR CONSENT FORM

ADVISOR QUALIFICATIONS

Only Cuesta College managers, staff, and faculty may serve as club advisors.

- They must be employed by Cuesta from the initial date of club approval through the duration of the club's existence. If the advisor of record is no longer a Cuesta College employee, the club ceases to exist as an official Cuesta College club.
- Advisors are obliged to understand, and agree to abide by, their responsibilities as an advisor regarding all club activities, practices, etc.

ADVISOR RESPONSIBILITIES

The advisor's role is an important one. Advisors are expected to be accessible to the club, and to have a genuine interest in its objectives. Advisors should be available to provide counsel or advice that the club and its officers may seek from them. Club advisors are expected to:

1. Attend a Club Orientation upon ASCC approval **ONLY IF** you are a new club advisor.
2. Attend club meetings regularly.
3. Maintain active communication with club leaders.
4. Ensure that College policies and procedures are followed.
5. Attend club-sponsored activities.
6. Oversee the club's budget and financial transactions.
7. Assist with the development of training and orientation for new members.
8. Contact the Student Life and Leadership coordinator if assistance is needed.
9. Immediately notify the Student Life and Leadership office if they can no longer be a club advisor.

I, _____ agree to serve as advisor to the
PRINT Advisor Name

_____ for the 2020 – 2021 academic year.
PRINT Club Name

I understand the aforementioned responsibilities and will perform them to the best of my ability.

Advisor Signature On-campus extension Date

Cuesta Email address Department



PART III: CLUBS BROCHURE AND WEBSITE LISTING

Active Cuesta College clubs are listed in the clubs brochure and on the Student Life and Leadership department website: http://cuesta.edu/student/forstudents/studentlife/activities_clubs.html

Please keep in mind the following when completing the information for your listing:

- Maximum 25 words for your club summary. We reserve the right to edit your summary based on text limitations in the brochure.
- Before listing a student as your club's contact person, consider that strangers may call about the club. This information is available to anyone; *you may want to think twice before giving a personal number*. If you're uncomfortable sharing private information, we suggest using your club advisor as your officially-listed contact person.
- If you have a logo you'd like us to use on the website, please email it to studentlife@cuesta.edu. The file should be in .jpg format and will not be used if the quality is inadequate. *We will not accept printed logos (hard copies)*.

<p>OFFICIAL CLUB INFORMATION</p> <p>Club name _____</p> <p>Student Contact person _____ <div style="text-align: right;">Position (president, etc.)</div></p> <p>Phone (____) _____ MyCuesta Email: _____</p> <p>Summary: Club purpose and goals _____ _____ _____</p> <p><input type="checkbox"/> Club logo has been emailed to studentlife@cuesta.edu</p>
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<p>FOR OFFICE USE ONLY</p> <p>Received by _____ <small>SL&L Staff initials</small></p> <p>Brochure and clubs board updated _____ <small>SL&L Staff initials</small></p>	<p>SLL Date Stamp HERE</p>
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