

# 2023-24 CLUB RENEWAL APPLICATION

SUBMIT TO: [STUDENTLIFE@CUESTA.EDU](mailto:STUDENTLIFE@CUESTA.EDU)

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 submitted to the Student Life and Leadership office via email. After the office of Student Life and Leadership reviews and 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 upcoming academic year.

Please return your completed paperwork to the Student Life and Leadership Office ASAP.

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

1. Renewal Club Application (Part I)\*
  2. Advisor Consent Form (Part II)\*
  3. Clubs Brochure and Website Listing (Part III)\*
  4. Resources Listing
  5. Social Media Registration Form
- \* These items must be completed and on file in the Student Life and Leadership Office before your club will receive official recognition for the academic year.

## **CLUB ORIENTATION**

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After the office of Student Life and Leadership review your club packet a club orientation is needed **only** if there has been a change in club officers or with your advisor.

***Club Orientations will occur after the club submits their renewal packet.***

After your club application is approved, 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.
3. Use college equipment free of charge (e.g., projectors, TV/DVDs, etc.)
4. Participate in Club Day(s).

## **CLUB MEETINGS**

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We urge all clubs to schedule their weekly meetings with a zoom component to promote participation from both campuses and our remote learners.

One representative from each club should plan to participate in Inter-Club Council (ICC) meetings, to be held monthly. Please contact the ASCC Clubs Director for additional information on ICC.

## **QUESTIONS**

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If you have any questions after reading these instructions and completing all necessary paperwork, please email Student Life and Leadership Office at [studentlife@cuesta.edu](mailto:studentlife@cuesta.edu)

## **SOCIAL MEDIA GUIDELINES**

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### **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.) please email [studentlife@cuesta.edu](mailto:studentlife@cuesta.edu).**

**PART I: 2023-24 RENEWAL CLUB APPLICATION**

**ACADEMIC YEAR 2023-24**

**NAME OF RENEWING CLUB** \_\_\_\_\_

**STUDENT CONTACT NAME** \_\_\_\_\_ **Phone** \_\_\_\_\_

**MyCuesta Email** \_\_\_\_\_

**We, the undersigned club members, 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 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.

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

1. _____ <i>Printed Name</i>	_____ <i>Signature</i>	_____ <i>Date</i>	_____ <i>Cuesta ID#</i>
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2. _____ <i>Printed Name</i>	_____ <i>Signature</i>	_____ <i>Date</i>	_____ <i>Cuesta ID#</i>
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3. _____ <i>Printed Name</i>	_____ <i>Signature</i>	_____ <i>Date</i>	_____ <i>Cuesta ID#</i>
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**Student Life and Leadership will consider club approval only if all items below are included with your application:**

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|--|--|
| <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 Faculty Coordinator of Student Life and Leadership.**

## **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 approval 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 Faculty 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 2023 – 2024 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](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](mailto: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)*.

<b>OFFICIAL CLUB INFORMATION</b>	
Club name _____	
Student Contact person _____	Position (president, etc.) _____
Phone (____) _____	MyCuesta Email: _____
Summary: Club purpose and goals _____	
_____	
_____	
_____	

## RESOURCES

Club Listing and Handbook

[https://www.cuesta.edu/student/campuslife/studentlife/activities\\_clubs.html](https://www.cuesta.edu/student/campuslife/studentlife/activities_clubs.html)

Forms (i.e. Student Activity Request, Expense Requisition, etc.)

<https://www.cuesta.edu/student/campuslife/studentlife/sllforms.html>

**FORMS MAY BE UPDATED THROUGHOUT THE YEAR**