

News

1. **Fall 2021 Club Registration Paperwork is now available!**
2. Club Officer Training and Q&A Recording (video link)
3. Club Advisor Training and Q&A Recording (video link)
4. Club Awareness Event Fall 2021 (video link) -
Check out some club presentations and invitations to join clubs!
5. ICC Agendas & Minutes: Check out Inter-Club Council Meetings!
 - Be the first to know what clubs are installed and what is your ICC doing for the clubs!
6. How to Sign PDFs Electronically :
 - Now that we are working remotely, you will need to sign your forms electronically.



Welcome to Inter-Club Council (ICC)!

Join a Club! - Create a Club! - Develop Leadership Skills! - Make New Friends!

#1. ICC Club Installation: Process for All Clubs

All clubs must follow this process (legacy clubs, clubs from last year, and new clubs).

Santa Monica College Club Installation Process



STEP 01

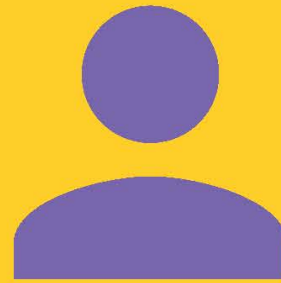
Find Members

Six students are needed to form a club. Any group of six (6) or more Associated Students members may form a club on campus

Find an Advisor

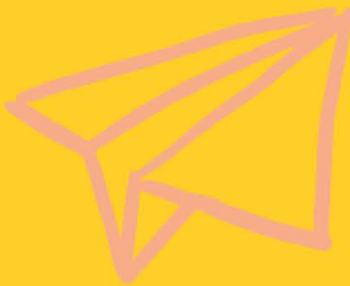
All clubs need one full-time advisor (full time faculty or manager). Additionally, 1-2 co-advisors may be chosen (part-time faculty, full-time faculty, full-time manager, or full-time classified employee)

STEP 02



Completing Club Logistics

- Complete Club Orientation
- Officers Complete FERPA Training
- Submit electronic Club Registration form and attachments



STEP 03

Office of Student Life Checks:

- Reviews GPA, 5 unit and paid

STEP



AS fees

- Review if advisors are Part Time or Full Time
- Once approved, information sent to ICC communication

04



ICC Meeting

STEP 05

- ICC Communication officer adds clubs to agenda
- If voted by ICC, club is installed during meeting

Post-ICC approval

- Club added to ICC list
- Club can go about official business

STEP 06



ICC Flyer of Club Installation 6-step Process:

1. Find Members

- Six students are needed to form a club.
- Any group of six (6) or more Associated Students members may form a club on campus

2. Find an Advisor

- All clubs need one full-time advisor (full time faculty or manager).
- Additionally, 1-2 co-advisors may be chosen (part-time faculty, full-time faculty, full-time manager, or full-time classified employee)

3. Complete Club Logistics

- Complete Club Orientation
- Officers Complete FERPA Training
- Submit electronic Club Registration form and attachments

4. Wait for Review by the Office of Student Life

- Reviews GPA, 5 unit and paid AS fees
- Review if advisors are Part Time or Full Time
- Once approved, information sent to ICC communication

5. Vote by ICC:

- ICC Communication officer adds clubs to agenda
- If voted by ICC, club is installed during meeting.

6. Post-ICC Approval

- Club added to ICC list
- Club can go about official business

#2. ICC is Part of Associated Students

The ICC is the voice of all the club members.

Purpose

The purpose of the Inter-Club Council shall be:

- To promote student awareness of and participation in SMC clubs.
- To establish coordination, communication and cooperation among the officially registered student clubs.
- To promote the development of student leadership and service.
- To promote campus and public awareness of Inter-Club Council Activities.

ICC Officers on the A.S. Board of Directors: The ICC will elect three ICC Officers to serve on the Associated Students Board of Directors, from the club ICC Delegates.

The three ICC Officer Positions to sit on the A.S. Board of Directors are:

1. ICC Chair
2. ICC Vice Chair
3. ICC Communications Officer

The ICC Officers are listed on the "A.S. Board of Directors" page.

Club ICC Delegates: Each Club will need two ICC Delegates.

- The Club President is automatically considered the first club ICC Delegate.
- The second club ICC Delegate is selected by the Club President.
- Only one club ICC Delegate needs to represent the club at the ICC Meetings.
- Anyone can attend the ICC meetings it is an open meeting, but only the Club's ICC Delegates can represent the club during the ICC meetings.

ICC Officer Elections:

- The Inter-Club Council will hold ICC Officer Elections in the Spring Semester, usually the last ICC meeting.
- All the Club ICC Delegates are eligible to run for one of the three ICC Officer Positions to serve on the A.S. Board of Directors.

#3. Join a Club (club list)

A good way to get involved at SMC and get to know like-minded students is to join a club that fits your interest or explore new interests!

Contact clubs you are interested in joining, or attend a meeting to see if it is a good fit for you.






Clubs meet or have events during activity hour on Tuesdays / Thursdays from 11:15 a.m. to 12:35 p.m.

Club Awareness and Club Row events take place every fall and spring semesters, it is a fun way to explore and enjoy the diverse student clubs of SMC.

#4. Create a Club or Continue your Existing Club!

Club Registration Forms

How to Sign PDFs Electronically

1. **Club Registration Fall 2021 Link** - **Now Accepting Club Registrations!** see below table for Fall 2021 registration deadlines and installation meetings. Remember to submit the **Club Registration Signature Page below, #2.**
2.  **Club Reg. Signature Page** -Obtain all signatures and upload to your Club Registration form submission.
3.  Club Constitution Form - Please complete, obtain all signatures and upload to your Club Registration form submission, only if you do not have a club constitution on file.
4.  FERPA Info Flyer - NEW for Club President & Delegate to complete training and quiz.
5.  ICC Club Advisors Responsibilities Info Sheet.
6.  SMC Board Policy AR4440 - Advisors

The Fall 2021 ICC Registration Packet needs 6 business days for processing.

Fall 2021: The registration packet is due by 4 p.m. on a Wednesday, at least one week before an ICC Meeting, and Not the same week as an ICC Meeting.

SUBMIT FORMS BY 4PM	ATTEND ICC MEETING 4PM-5:30PM = FUNDING %
09/01/21	09/09/21 = 100%
09/15/21	09/23/21=100%
09/29/21	10/07/21=66%

**SUBMIT
FORMS
BY 4PM**

**ATTEND ICC
MEETING
4PM-5:30PM
= FUNDING
%**

10/13/21

10/21/21=66%

10/27/21

11/04/21=33%

11/10/21


11/18/21=33%


#5. ICC Forms & Documents


Attention Clubs! after your club is installed, here are the Fall 2021 Deadlines:

1. **Last day to submit a Fall 2021 A.S. Proposal: Wednesday, November 17, 2021.**
2. **Last day for Club or A.S. events: Saturday, December 4, 2021**
3. **A.S. Check Request Deadline: Wednesday, December 8, 2021**

How to Sign PDFs Electronically

 [ICC Constitution \(Revised Spring 2021\)](#)

 [Club Guidance in a Remote Setting.](#)


 [ICC Orientation](#) - NEW updated version as of October 2021 - Info on Everything Pertaining to the ICC Clubs, how to start a club, the two types of club money accounts and how to access them, etc.

[ICC Club Officer Training Video link](#)


 [ICC Club Allotment Expense / Balance Sheet Instructions](#)


Club Expense Sheet

Requesting A.S. Funds- One page overview of the 4 steps to successfully request A.S. funds.

 ICC Club Special Account Instructions - For clubs who fundraised or received donated money.

 ICC Club Minutes BLANK FORM - Clubs can use this form to record their club minutes.

 ICC Officer Roster Form . Do not use this form to register a club. This form is used to change club officers after the club is registered.

 ICC Advisors Responsibilities Form - Do not use this form to register a club. This form is used to add or change club advisors after the club is registered.

Note: for Associated Students forms go to A.S. Forms & Documents Page

