

**Pleasant Hill, Workshops
Student Union Conference Rm204**

Thursday, August 20	11:00-11:45 am 3:30 -4:15 pm
Monday, August 24	10:00-10:45 am 3:30-4:15 pm
Wednesday, August 26	2:30-3:15 pm
Thursday, August 27	11:00-11:45 am 3:30-4:15 pm
Tuesday, September 1	9:30-10:15 am
Thursday, September 3	11:00-11:45 am 3:30-4:15 pm
Tuesday, September 8	9:30-10:15 am 3:30-4:15 pm
Wednesday, September 9	4:00-4:45 pm
Thursday, September 10	9:15-10:00 am 3:30-4:15 pm

**San Ramon Workshops
for schedule please contact
Yvonne Canada
(925) 866-1822 ext 5105**



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How to start a club at DVC...



Presented by the
Student Life Office

ESTABLISHING A NEW CLUB

Any student who wants to **START a New** Club:

1. You must attend a **MANDATORY** “Starting a New Club” workshop sometime during the first four weeks of the 2009 Fall semester. (Please see the dates, times, and location inside this brochure). At the workshop, you will learn about the requirements and the deadlines for getting a DVC club started. You will also receive a copy of the Student Organization Handbook and all of the forms that are required for starting a new club.
2. Find six currently enrolled students who are interested in your club. Complete an Application for Campus Clubs. Find a faculty or staff member (2 or 3!) to advise the club. **Be sure the advisor will be actively involved in helping achieve the club's goals and is able to attend your meetings & events.** We strongly encourage student clubs to have more than one advisor. Students can choose any advisor they wish if he / she is interested and a College employee. The Club **WILL NOT** be approved without a club advisor.
3. Club Officers must be enrolled in at least five units & have a minimum 2.0 cumulative grade-point-average (G.P.A). **ALL CLUB MEMBERS MUST HAVE A CURRENT ASDVC STICKER.** The ASDVC sticker sales directly support the clubs with paper for copying, mailboxes and other supplies. The Club Advisor and President will verify that all club members have an ASDVC sticker **prior** to submitting an application.
4. Create your club's constitution (a sample is in the Student Organization Handbook) and file it along with your, APPLICATION FOR CAMPUS CLUB. Your application will be reviewed by the Student Life Manager. Once approved you are an official and recognized club by the ASDVC & Inter -Club Council (ICC).

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5. Figure out when and where you want to meet. List your top three (3) choices and make sure your advisor can be there! Must not conflict with ICC meetings (Thursdays, from 3:30-5:00).
6. Once your club application has been submitted, **you are required to start attending the ICC meetings and the mandatory retreat.** Failure to do so could forfeit the club's standing with the ICC. The ICC has the right to rescind any services available to official DVC clubs. (Please see the ICC code for more information).
7. Please remember to have your Club Advisor sign the DVC Student Club Advisor Agreement and submit it with your club application.
8. REMEMBER: Your application to start a new club will not be reviewed or approved if you have not attended one of the “Starting a New Club” workshops!
9. We generally do not approve new clubs that duplicate the mission of a returning club.

Important Club Dates & Deadlines:

- ◆ To re-activate a club: September 14th by 6:45pm
- ◆ Club Day: September 8th & 9th, 11:00-2:00pm
- ◆ First ICC meeting: September 17th, 3:30-5:00pm
- ◆ To start a new club: September 14th by 6:45pm
- ◆ ICC Retreat: October 9th, 9:00-2:00pm

REACTIVATING A CLUB

To **Reactivate a Returning** Club:

1. Complete the “Club Status Update form” by the deadline.
2. Find six currently enrolled students. Club officers must be enrolled in a least five units & have a minimum of 2.0 cumulative grad-point-average (G.P.A). **ALL CLUB MEMBERS MUST HAVE A CURRENT ASDVC STICKER.**
3. Find a faculty or staff member (2 or 3), to advise the club. **Be sure the advisor will be actively involved in helping achieve the club's goals and is able to attend your meetings & events.** We strongly encourage student clubs to have more than one advisor. Students can choose any advisor they wish, if he/she is interested and a College employee. The Club **WILL NOT** be approved without an advisor.
4. Once your club application has been submitted, **your are required to start attending the ICC meetings and the mandatory retreat.** Failure to do so could forfeit the club's standing with the ICC. The ICC has the right to rescind any services available to official DVC clubs. (Please see the ICC code for more information).
5. Attend the first ICC meeting and continue to meet the ICC requirements.

