

## Frequently Asked Questions (FAQ)

### Starting a New Club or Renewing an Existing Club

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#### Starting a New Club

- **Do DVC clubs need to be approved by the college?**

Yes, Fiscal Crisis and Management Assistance Team ([FCMAT Desk Reference](#)), provides guidance on components of establishing clubs. The [District Board Policy 4001](#) on Standards of Scholarship and the Inter Club Council Code provide guidelines.

- **Where can I get information about how to Start a New Club?**

Log into [DVCsync](#) 24/7 using your Insite credentials and go to the Student Life Portal.

- **Where can I find the Request for New Organization/New Club Application and Student Organization handbook?**

Log into [DVCsync](#) 24/7 using your Insite credentials and go to the Student Life Portal.

- **Do students have to attend a mandatory new club workshops?**

Yes, They are scheduled the first two weeks of each term

- **When are club applications/renewals due?**

The Inter Club Council has established the first four weeks of the term for submission. This process is available via DVCsync online 24 hours a day, 7 days a week.

#### Renewing an Existing Club

New and renewal club applications are due no later than the fourth week of each term, FA/SP as cited in the ICC Code.

- **Can I submit a renewal form for any previously active club?**

No, After two semesters have passed a new club application will be submitted.

- **Where can I get information about renewing my Club?**

Log into [DVCsync](#) 24/7 using your Insite credentials and go to the Student Life Portal (available approximately 4 weeks prior to each term FA/SP) or contact Program Coordinator, John Christensen [jchristensen@dvc.edu](mailto:jchristensen@dvc.edu) .

- **Can I renew my club without an advisor?**

No. All clubs MUST have a DVC faculty advisor or staff person with the permission of their supervisor to co-advise the club.

## Frequently Asked Questions (FAQ) Club Advisors and Officers

- **Is the club advisor required to be present for all club meetings?**  
Yes, [Use of College Facilities Bus. Pro. 6.04](#)  
SPECIAL REQUIREMENTS AND CONDITIONS FOR USE OF FACILITIES 4. “Whenever a college facility is being used, a college employee shall be on duty and shall be responsible for supervision of the facility.”
- **Who is required to co-sign all club financial forms for disbursement and why?**  
Both the advisor and the student club representative (original receipts required)  
[4CD Business Procedure 3.38 Policy on Accounts for Clubs and California Education Code 48933 \(b\)](#)
- **Are club minutes required when submitting a check request to Student Life?**  
Yes, Fiscal Crisis and Management Assistance Team ([FCMAT](#)) recommends internal fiscal management controls to safeguard student funds. [4CD Board Policy 3003](#)
- **Can expenditures be made prior to approval? No**, in order to reimburse anyone for any purchase from Associated Student (AS) funds, the purchase must be properly approved in advance of the purchase, properly documented, and properly authorized. Pre-approval for all AS purchases is required, [FCMAT Manual](#) Chapter 6, page 64 paragraph 2, reference [California Education Code 76063](#) for community colleges.
- **Are there timelines for event/activity requests?**  
Yes, Our [Student Organization Handbook](#) cites 2 weeks are needed to process events that do not require food/catering, facilities, travel, and check requests. This allows Student Life Staff an opportunity to review the activity request, coordinate logistics and address any questions. It is a good idea to submit events 3 weeks prior and 4-6 weeks for more complex events requiring multiple funding approvals from ICC up to \$3000 and ASDVC for additional funding up to \$5,000. [Inter Club Council By Laws](#) and [ASDVC Budget Codes](#) provides club guidance for the fund request process. Student Life provides club advisor student representative event planning meetings to assist with the process, please contact John Christensen [jchristensen@dvc.edu](mailto:jchristensen@dvc.edu) .
- **Are clubs required to send a representative to Inter Club Council (ICC) each week for 1 ½ hours?**  
Yes, This is an opportunity for clubs to have a voice in all activities and funding requests that ICC takes action on. The [ICC By Laws](#) has established the club meeting attendance requirement.
- **Can a club have their own bank account?**  
No, [4CD Board Policy 3003](#) requires all student organization funds be deposited and maintained in trust in banks approved by the Board. ([California Education Code 76063-76065](#))