

Frequently Asked Questions (FAQ)

Starting a New Club or Renewing an Existing Club

Starting a New Club

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

Yes, Fiscal Crisis and Management Assistance Team (FCMAT), 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 .

- **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 Code 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 .
- **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 Code 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)