

EL CAMINO COLLEGE STUDENT DEVELOPMENT OFFICE

TO: ALL CLUB PRESIDENTS AND ADVISERS
FROM: Janice Watanabe, Inter-Club Council Adviser

It is important that this information sheet is completed at the beginning of each semester and returned to the Student Development Office as soon as possible. The information that you provide is used as follows:

1. To verify that your club is in good standing with the college
 2. To check the eligibility qualifications of your club president and Inter-Club Council (I.C.C.) representative as stated in ECC Board Policy 5505 and the I.C.C. Constitution. All club presidents and I.C.C. reps must be enrolled in 6 units and maintain a semester and cumulative GPA of 2.0 or above and in addition I.C.C. reps must have paid for a VALID ASB sticker.
 3. To verify the signatures of your authorized club advisers and officers on event scheduling and financial forms.
Calendar Date Requisitions and financial forms will not be processed until this information is filed each semester
 4. To update the ECC Club Information lists distributed after the 3rd week of school each semester.
 5. To update information on the El Camino College website: www.elcamino.edu/studentservices/activities/clubs
- If you have any questions or need suggestions for activating your club, please contact me in the Student Development Office (310) 660-3593, ext. 3506 or email: JWatanabe@elcamino.edu. I'm here to support you and to help your club be successful.



CLUB OFFICERS AND ADVISERS INFORMATION SHEET
*FOR THE **FALL 2009** SEMESTER*

NAME OF CLUB: _____

(PRINT) FACULTY ADVISER'S NAME → SIGNATURE → OFFICE LOCATION → OFFICE PHONE EXT.

(PRINT) 2nd ADVISER'S NAME (if applicable) → SIGNATURE → OFFICE LOCATION → OFFICE PHONE EXT.

(PRINT) PRESIDENT'S NAME → SIGNATURE → STUDENT ID # → EMAIL ADDRESS OR PHONE #
Club presidents must be enrolled in at least 6 units with a minimum cumulative GPA of 2.0

(PRINT) TREASURER'S NAME → SIGNATURE → STUDENT ID # → EMAIL ADDRESS OR PHONE #

(PRINT) I.C.C. REPRESENTATIVE'S NAME → SIGNATURE → STUDENT ID # → EMAIL ADDRESS OR PHONE #
I.C.C. reps must be enrolled in at least 6 units with a minimum cum. GPA of 2.0 and have paid \$10 for a VALID ASB sticker

**PLEASE RETURN THIS INFORMATION TO JANICE WATANABE IN THE STUDENT DEVELOPMENT OFFICE
BY September 18, 2009**

**☞ RESERVE YOUR CLUB MEETING ROOM AND SCHEDULE
YOUR CLUB'S SPRING ACTIVITIES NOW!**

*Turn in the attached "CDR" form to the Student Development Office.
Meeting rooms are reserved for one semester at a time.*