



El Camino College Student Development Office

Date Received: \_\_\_\_\_  
Staff Name: \_\_\_\_\_

TO: ALL CLUB PRESIDENTS AND ADVISERS  
FROM: K. Breanna von Stein, Student Services Specialist

This information sheet must be completed at the beginning of each semester and returned to the Student Development Office by the deadline listed below. 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 Policies and the I.C.C. Constitution. All club presidents and I.C.C. reps must be enrolled in six units and maintain a semester and cumulative GPA of 2.0 or above and in addition I.C.C. reps must have 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 sheet is filed each semester.

If you have any questions about activating your club, please contact me in the Student Development Office (310) 660-3593, ext. 3394 or email: [kvonstein@elcamino.edu](mailto:kvonstein@elcamino.edu). I'm here to support you and to help your club be successful.

## CLUB OFFICERS AND ADVISERS INFORMATION SHEET FOR THE *FALL 2017* SEMESTER

Name of Club \_\_\_\_\_

**Club Adviser—I have read and agree to policies and procedures provided in the [Club Handbook](#).**

Faculty Adviser's Name \_\_\_\_\_  
Signature \_\_\_\_\_  
Office Location \_\_\_\_\_  
Office Phone Ext. \_\_\_\_\_

**Club Adviser—I have read and agree to policies and procedures provided in the [Club Handbook](#).**

Faculty Adviser's Name \_\_\_\_\_  
Signature \_\_\_\_\_  
Office Location \_\_\_\_\_  
Office Phone Ext. \_\_\_\_\_

**Club President—I have read and agree to policies and procedures provided in the [Club Handbook](#).**

President's Name \_\_\_\_\_  
Signature \_\_\_\_\_  
Student ID # \_\_\_\_\_  
Phone Number \_\_\_\_\_  
Email Address \_\_\_\_\_

*Club presidents must be enrolled in at least 6 units with a minimum cumulative GPA of 2.0.*

**I.C.C. Representative** \_\_\_\_\_

Signature \_\_\_\_\_  
Student ID # \_\_\_\_\_  
Phone Number \_\_\_\_\_  
Email Address \_\_\_\_\_

*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.*

Treasurer's Name \_\_\_\_\_  
Signature \_\_\_\_\_  
Student ID # \_\_\_\_\_  
Phone Number \_\_\_\_\_  
Email Address \_\_\_\_\_

**RETURN THIS INFORMATION TO THE  
STUDENT DEVELOPMENT OFFICE  
BY FRIDAY, OCT. 19, 2017 AT 1 P.M.**

Want to reserve your club's meeting rooms and schedule your club's activities?

Turn in the [Calendar Date Requisition \(CDR\) form](#) to the Student Development Office in the Activities Center