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 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 Policies 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 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. I'm here to support you and to help your club be successful.

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**CLUB OFFICERS AND ADVISERS INFORMATION SHEET**

**FOR THE SPRING 2016 SEMESTER**

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<th>NAME OF CLUB:</th>
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☐ Club Adviser- Please check box acknowledging that you have read and agree to policies and procedures provided in the Club Handbook.

(PRINT) FACULTY ADVISER'S NAME: ____________________________  SIGNATURE: ____________________________  OFFICE LOCATION: ____________________________  OFFICE PHONE EXT: ____________________________

(PRINT) 2ND ADVISER'S NAME (if applicable): ____________________________  SIGNATURE: ____________________________  OFFICE LOCATION: ____________________________  OFFICE PHONE EXT: ____________________________

☐ Club President- Please check box acknowledging that you have read and agree to policies and procedures provided in the Club Handbook.

(PRINT) PRESIDENT'S NAME: ____________________________  SIGNATURE: ____________________________  STUDENT ID #: ____________________________  EMAIL ADDRESS & 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 & PHONE #: ____________________________

(PRINT) I.C.C. REPRESENTATIVE’S NAME: ____________________________  SIGNATURE: ____________________________  STUDENT ID #: ____________________________  EMAIL ADDRESS & 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 THE STUDENT DEVELOPMENT OFFICE**

**BY FRIDAY, MARCH 11, 2016 AT 1PM.**

🔍 **RESERVE YOUR CLUB MEETING ROOM AND SCHEDULE YOUR CLUB’S FALL ACTIVITIES NOW!**

*Turn in the Calendar Date Requisition “CDR” form to the Student Development Office.*

Meeting rooms are reserved for one semester at a time.