



Barstow Community College

STUDENT CLUB ACTIVATION FORM

Contact Information of Submitter

Date Submitted: _____

Name: _____

Phone Number: _____

Student ID (B#): _____

Email Address: _____

Student Club Information

Proposed Club Name: _____

Meeting Modality: ☐ In-Person ☐ Online ☐ Hybrid

Meeting Frequency: ☐ Weekly ☐ Biweekly ☐ Monthly ☐ Other: _____

Student Membership Information

List **at least 3** active BCC Enrolled Students (*must be currently registered in at least one course*):

	Name	Student ID (B#)	Phone Number	Email Address
1				
2				
3				
4				
5				

Briefly Outline the Mission/Objective of this Club:

Please List any potential Club Advisors: (Please Include Full Name and BCC Email)



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Your Next Steps Include: (Must check off all boxes before club is established)

Meet with the Senator of Student Clubs and Organizations, Ashley Arellano (Email: aarellanohernandez@barstow.edu) to develop club outreach efforts and Constitution/Bylaws.

Set a meeting with potential Club Advisor and Director of Student Life and Conduct to review Club Advisor Roles and Responsibilities. Once Club Advisor is approved and on boarded, the advisor must submit an updated initial student membership roster (Please include, student full name, BCC ID #, BCC Email) to Student Life Director. (studentlife@barstow.edu)

Submit a completed Club Constitution/Bylaws to the Director of Student Life and Conduct (studentlife@barstow.edu).

Once Initial Membership roster is submitted, Club initial members and Club Advisor may begin election process. All members and club advisor will lead this process. (Senator of student clubs and organizations can help with this)

Club Advisor(s) and Executive Board members are required to read, sign, and submit Student Code of Conduct to studentlife@barstow.edu.

Once election process is completed, please submit an updated membership list with election board members roles and titles (Please include, Student Full Name, BCC ID #, BCC Email, E-Board Role)

Club Advisor must schedule Inaugural New Club Orientation with Associated Student Government in order to inform members of club protocols and procedures and review Constitution and Bylaws.

Once submitted and approved by the ASG Board, student clubs will receive \$500 in startup funds.

All members must complete a FERPA training, certificate copies should be emailed to Director of Student Life and Conduct (studentlife@barstow.edu). Members that do not submit a completed certificated will not be allowed to participate in on campus club events until completed. Please reach out to studentlife@barstow.edu to receive FERPA training.

***Please submit this completed form to the Office of Student Life & Conduct by either emailing it to studentlife@barstow.edu or in-person in the Student Services Building Room #C10.**

Updated On: 12/01/2024

VPSS Approved Date: _____