

**LOS MEDANOS  
COLLEGE**

**STUDENT CLUB CHARTER PACKET 2025-2026**

*Chartered clubs are granted all privileges extended to LMC student organizations and will assume accompanying responsibilities. More information is available in the Club Guide.*

Semester of Application (CIRCLE) Fall Spring Year: \_\_\_\_\_

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

**Meeting Information:**

Day of the week: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

Off-Campus Affiliations (if any): \_\_\_\_\_

Club Contact Email Address for the LMC Club Website: \_\_\_\_\_

**Social Media & Online Presence:** Please list all club social media accounts and/or websites (e.g., Facebook, Instagram, TikTok, Discord, LinkedIn, website) to be included on LMC's website

Platform	Profile URL	Officer Responsible

**Club Financial Commitment**

Three signatures are required on an LMC Club Payment Authorization Form, as listed below. Please list the student(s) who are authorized to sign on behalf of the club in the designated space below. Please note, to keep in compliance with the Contra Costa Community College District (CCCCD) auditing procedures,

- **All requests for funds must be documented with club minutes**, therefore no financial requests will be processed without club minutes confirming them.
- No individual student may sign a requisition for a check to be issued to themselves.
- Lastly, clubs/organizations will receive copies for all deposits and withdrawals. Clubs are responsible for submitting a copy to the Office of Student Life.

As a chartered LMC student club/organization, in compliance with CCCCD, this club/organization affirms that its funds will be banked with the CCCCD and will be available for audit upon request.

Club Officer Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Club Officer Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Advisor Name: \_\_\_\_\_ Advisor's Signature: \_\_\_\_\_

Advisor Name: \_\_\_\_\_ Advisor's Signature: \_\_\_\_\_

## **Club Contact Information**

**ALL Club Officers must be enrolled and be in good academic standing.**

**Officer Title:** \_\_\_\_\_

<b>Student Name</b>	<b>Student ID #</b>	<b>Student Phone Number</b>
<b>Email Address</b>	<b>Signature</b>	

**Officer Title:** \_\_\_\_\_

<b>Student Name</b>	<b>Student ID #</b>	<b>Student Phone Number</b>
<b>Email Address</b>	<b>Signature</b>	

**Officer Title:** \_\_\_\_\_

<b>Student Name</b>	<b>Student ID #</b>	<b>Student Phone Number</b>
<b>Email Address</b>	<b>Signature</b>	

**ICC Representative** (must be able to attend ICC meetings on Wednesdays from 2:30-3:30PM)  
The Inter-Club Council (ICC) is the coordinating body of all clubs at LMC and provides funding and resources to member clubs-see the GUIDE for more about ICC.

<b>Student Name</b>	<b>Student ID #</b>	<b>Student Phone Number</b>
<b>Email Address</b>	<b>Signature</b>	

Advisor Name: \_\_\_\_\_ Advisor's Email: \_\_\_\_\_

Department & Office Room: \_\_\_\_\_ Phone Ext. \_\_\_\_\_

Advisor Name: \_\_\_\_\_ Advisor's Email: \_\_\_\_\_

Department & Office Room: \_\_\_\_\_ Phone Ext. \_\_\_\_\_

## **LMC Student Club Advisor Agreement**

Club Advisors help students develop their leadership skills by advising on organizational effectiveness, finances, communication, conflict management, and personal growth.

I attest that I'm a permanent employee at Los Medanos College.

Club Advisors are a valuable partner in the personal development of students in clubs. Advisors provide a formal link between students and the college administration, serving as the liaison to the Office of Student Life, and ensuring compliance with State laws and College policy. In their role, the advisor bears full responsibility for the group's activities as well as the group's liability.

Advisors should commit to supporting the group, and be available to meet with students on an individual and group basis. Clubs meet at least twice a month, so Club Advising will take three or more hours a month.

### **Club Advisors are required to:**

1. Be available for all official club meetings, on campus fundraising, and must attend all club activities that meet Special Events criteria or are off campus.
2. Ensure that various College, District, and State laws, policies, and processes are upheld.
3. Sign club check requests and ensure that:
  - An authorized student officer also signs the form
  - The expenditure is correct within all existing policies and club approval.
  - Original receipts or invoices are attached.
  - Club meeting minutes are attached and reflect detailed approval of the fund request
4. Submit all facilities reservations and requests for college services and equipment
5. Work closely with the club/organization to ensure a cooperative relationship exists between the club/organization and its membership.
6. Help Club Officers understand their duties and encourage them to plan programs and activities that make definite contributions to the needs of the students.
7. Assist students in program planning, be a critical supporter of their activities, and help evaluate programs and activities after completion.
8. Ensure that the continuity of the organization is preserved through constitutions, minutes, and traditions, and that the club's past activities are adequately comprehended by succeeding officers and members.
9. Ensure that all reasonable steps are taken to protect the safety and welfare of club members.
10. Inform the Office of Student Life of club/organization activities, especially if students choose to act contrary to the advisor's advice or conflict arises.

*In agreeing to serve as an advisor for this club, I commit to upholding the expectations listed above. I understand that serving as a club advisor is voluntary and I will not receive compensation, load credit, or release time. I will contact the Student Life Program Coordinator if I have any problems or concerns in my role as club advisor.*

Advisor Name: \_\_\_\_\_ Advisor's Signature: \_\_\_\_\_

Advisor Name: \_\_\_\_\_ Advisor's Signature: \_\_\_\_\_