

To start your club

1. Create a Club Constitution. The Club Constitution gives order to the newly formed club and provides A.S.G. with information concerning the group for the clubs department. PLEASE use the format in this packet when writing a constitution and include all sections marked as REQUIRED. NOTE: Constitutions must be typed.
2. Locate an Advisor.
3. Complete and submit your Club Roster online: (SEE NEXT PAGE)
4. Submit your club's constitution and Club Procedure Form to the Clubs Department for review and approval by the Club Constitution Approval Committee.

PLEASE NOTE: It may take five to ten working days for the submitted constitution to be approved. (If submitted for fall, winter, and spring terms). If you submit during the summer, you may have to wait until fall term. Your patience in this matter is greatly appreciated.

If the club is approved

The Student Life & Leadership Office/ Business Office will create a club account. Associated Student Government will deposit \$50.00 for start-up money. This money can be used by the club for publicity, food, activities, etc. Feel free to stop by the A.S.G. office and let us know how you are doing, and if there is anything that we can do to help your club.

A.S.G. holds events throughout the year that can greatly benefit your club, such as Club Fairs and Club Council meetings. Participation is a responsibility of clubs on campus and is a service to CCC students. Therefore, attendance at these functions is strongly suggested. PLEASE NOTE: Clubs on campus are for the betterment of students here at CCC.

If you have any questions, comments, or concerns

Please feel free to contact us

Office: Community Center Room 152 (right inside the cafeteria).

Club's Department
503-594-3933
asgclubs@clackamas.edu

Administrative Assistant
503-594-3935
asgadmin@clackamas.edu

Student Life & Leadership Advisor
503-594-3041
mbaker@clackamas.edu

Visit us online at:

<http://depts.clackamas.edu/asg/ClubsHomePage.asp>