



Student Club Application (2023-2024)

Welcome to Student Clubs

Thank you for your interest in organizing a new or activating a returning Las Positas College Student Club.

Please visit the Student Life website for information regarding Student Clubs, Inter-Club Council, and Student Life & Leadership Policies and Procedures. If you have any additional questions or concerns, contact Josué Hernández, Program Coordinator of Student Life and Leadership, at jahernandez@laspositascollege.edu.

The deadline to complete the club application process is no later than one (1) calendar month before the last scheduled Inter-Club Council meeting of each semester.

Reference websites:

Student Life- www.laspositascollege.edu/studentlife

Student Clubs- www.laspositascollege.edu/clubs

Inter-Club Council- www.laspositascollege.edu/icc

Student Life Policies and Procedures Handbook- <https://tinyurl.com/y53ucmxmf>

Pre-Requisites for Clubs

Clubs must agree to meet the following pre-requisites to seek approval for and maintain active status:

- Open membership to all current LPC students in accordance with Chabot-Las Positas Community College District, Board Policy 3410 – Nondiscrimination and Board Policy 5500, Administrative Procedure 5500 – Standards of Student Conduct; Community College District, Board Policy 3410 – Nondiscrimination; and Board Policy 5500 and Administrative Procedure 5500 – Standards of Student Conduct.

- Adhere to all CLPCCD, LPC, LPC Student Services, and Student Life policies and procedures.
- Have at least one (1) current employee at LPC who will serve as the club advisor.
 - *Serving as a club advisor is voluntary which cannot be compensated for and is not considered part of assigned work duties. If advisory duties fall during assigned work hours, the club advisor must seek prior approval of release time by their direct supervisor.*
- Elected/appoint four club leaders (President, Vice President, Treasurer, and an ICC Representative) that meet eligibility requirements: enrolled in a minimum of one (1) class per semester and have a cumulative grade point average (GPA) of 2.0 or higher.
- Maintain a minimum total of six (6) club members, including the elected/appointed club leaders, who are actively enrolled in a minimum of one (1) class per semester at LPC.
- Observe mandatory attendance of the club's ICC Representative (or pre-approved ICC Proxy) to all ICC meetings.
 - *Clubs with two (2) unexcused absences (per semester) are subject to having club funds and activities suspended or be officially declared deactivated by the Inter-Club Council.*

Information regarding the application process

APPLICATIONS MUST BE COMPLETED BY THE CLUB ADVISOR OR CO-ADVISOR

Please note that this is an online application and will take approximately 30 minutes to complete.

It is recommended that you review the application requirements and gather data before beginning the application process. Data entered into the application fields will not be saved until you click 'Submit' at the end of the application.

It would be best if you were prepared to provide the following data:

Club meeting information

- First and last meeting dates of the semester, meeting day(s), meeting frequency, meeting start and end times, and meeting location.
- URLs of any club-affiliated virtual meetings and websites, if applicable.

Club Advisor Information

- First and last name, phone numbers- work and cell for emergency purpose, and college assigned email address of the club advisor(s). Co-Advisors are optional yet highly suggested.

Membership Information

- First and last name, W#, and college assigned email address of the four elected/appointed club leaders (President, Vice President, Treasurer, and ICC Representative) and up to two optional ICC Representative Proxies.
- First and last name and college assigned email address of a minimum of three club members who do not serve as club leaders.

Corrections or changes to the data provided on this application must be reported via email to Josué

Hernández, Program Coordinator of Student Life and Leadership.

Note: *The Student Life Office recommends using Zonemail email addresses to prevent the use of personal email addresses in contact lists and group emails related to clubs and Student Life notifications.

Let's begin the application process!

Please remember that data entered into the application fields will not be saved until you click 'Submit' at the end of the application.

1. Name of person completing this application *

Eric Xu

2. What your affiliation to the club you are applying for? *

- ☐ Club Advisor
- ☐ Club Co-Advisor
- ☒ Other

3. Email address to reach you with questions or concerns *

ericxu1070@gmail.com

Club Information

4. Club name: *

Las Positas College Chess Club

5. Description of the club's purpose/mission: *

introduce and teach people about the game of chess. It will be an inviting environment where everyone can enjoy a fun game of chess and learn more about the game at Las Positas College.

6. Club status: *

- ☐ New Club
- ☒ Returning Club

7. Year: *

2023

8. Semester: *

- ☒ Fall
- ☐ Spring

9. Club category: *

- ☐ Academic
- ☐ Cultural

- ☐ Political
- ☐ Pre-Professional
- ☒ Recreational
- ☐ Religious
- ☐ Social

Club Meeting Information

Las Positas College Student Life entities, including Student Clubs, Inter-Club Council, and Student Government, must adhere to all current CLPCCD guidelines regarding the COVID-19 Vaccination Mandate and face mask requirements for in-person meetings and activities. Hybrid modalities are highly recommended whenever possible.

***Authorization to hold in-person meetings and activities are subject to change per the CLPCCD and College President's discretion.**

You may refer to the LPC COVID Updates website for current information or contact Josué Hernández, Program Coordinator of Student Life and Leadership, with further questions or concerns.

10. Meeting day(s): *

Monday or Thursday TBD

11. Frequency: Daily, weekly, bi-weekly, or monthly. Examples: every Friday (weekly), the first & third Friday of the month (bi-weekly), or the second Friday of the month (monthly). *

Weekly

12. First meeting scheduled: *

8/21/2023



13. Last meeting scheduled: *

12/11/2023



14. Start time: *

2:30 / 4:00

15. End time: *

4:00 / 5:30

16. Meeting location:

Club Advisors are required to create 25Live reservations for all club meetings and on-campus activities. (Assistance available upon request.) *

TBD

17. Virtual meeting link (If applicable and reoccurring): Advisors may choose to set reoccurring meetings within Canvas or ConferZoom. Otherwise, club members and the public will need to request meeting links via email to the Club Advisor. *

None

18. Club webpage: Clubs may provide a URL to a club webpage (if applicable) to be publicized on the Active Club Listing webpage. *

none

Club Advisor(s)

19. Advisor's name: *

Alain Olavarrieta

20. Advisor's email: *

aolavarrieta@laspositascollege.edu

21. Advisor's work phone: *

(925) 424-1358

22. Advisor's cell phone: (For emergency purposes only) *

(925) 424-1358

23. Co-Advisor's name:

Enter your answer

24. Co-Advisor's email:

Enter your answer

25. Co-Advisor's work phone:

Enter your answer

26. Co-Advisor's cell phone: (For emergency purposes only)

Enter your answer

Club Leaders (Officers)

27. President's name: *

Eric Xu

28. President's W#: *

W10941815

29. President's email: *

ericxu1070@gmail.com

30. Vice President's name: *

Jason Angelov

31. Vice President's W#: *

W10942429

32. Vice President's email: *

yassen.ang@gmail.com

33. Treasurer's name: *

Jakko Yang

34. Treasurer's W#: *

W10937881

35. Treasurer's email: *

jakkohyang@gmail.com

36. ICC Representative' s name:

(This position can be filled by any of the above Officers or can be an Officer specific for this position. This position does require attendance at each Inter-Club Council (ICC) meeting.) *

Kayla Pascua

37. ICC Representative's W#: *

W10888953

38. ICC Representative's email: *

kaylajpascua@gmail.com

ICC Representative Proxies (Optional)

ICC Representative attendance is mandatory at each ICC meeting *to exercise club privileges as a member of the council, including voting*. Student clubs may be declared inactive following two (2) unexcused absences from an ICC meeting per semester.

Therefore, the Student Life Office recommends the **OPTION** of enlisting up two (2) ICC Representative Proxies to assist the club in preventing unexcused absences at ICC meetings. ICC Representative Proxies must meet club leader eligibility requirements and are subject to eligibility checks during the club application review.

39. ICC Representative Proxy #1's name:

Enter your answer

40. ICC Representative Proxy #1's W#:

Enter your answer

41. ICC Representative Proxy #1's email:

Enter your answer

42. ICC Representative Proxy #2's name:

Enter your answer

43. ICC Representative Proxy #2's W#:

Enter your answer

44. ICC Representative Proxy #2's email:

Enter your answer

Club Members

Student clubs must have and maintain a MINIMUM total of six (6) student club members, including the student club officers, at the time of the club application submission, recognition, and duration of the academic year to continue in an active status.

* Please do not include the names of the student club officers (President, Vice President, Treasurer, and ICC Representative) in the member list below.

The Program Coordinator of Student Life and Leadership recommends submitting a full list of club members via email for record-keeping purposes.

45. Member #1's name: *

Eric Xu

46. Member #1's email: *

ericxu1070@gmail.com

47. Member #2's name: *

Kayla Pascua

48. Member #2's email: *

kaylajpascua@gmail.com

49. Member #3's name: *

Jason

50. Member #3's email: *

yassen.ang@gmail.com

Club Constitution

Club Advisors must oversee the creation of a new or review of an existing Club Constitution each semester. A sample Club Constitution template can be found at <https://tinyurl.com/y9g99ocn>.

Submit the Club Constitution (PDF format) via email to the Program Coordinator of Student Life and Leadership, at jahernandez@laspositascollege.edu, to complete the application process.

Student Life Office Approval Process

The Program Coordinator of Student Life and Leadership, or designee, will review club applications and constitutions, perform eligibility checks of the club leaders, then email the Club Advisor regarding the club's approval status.

ICC Recognition Process

The Student Life Program Coordinator and Director of Inter-Club Council will recommend an ICC vote to officially recognize and activate the club during the next ICC meeting. Each club may receive up to \$500 (five hundred dollars) upon new/reactivating club ICC recognition as determined by the Las Positas College Government (LPCSG).

*Policies, procedures, and funding are subject to change. Changes will be publicized via an email to club advisors, announced at ICC meetings, and included in the **Las Positas College Student Life & Leadership Policies and Procedure Handbook**.

Onboard and update club leaders and members

Club Advisors should onboard and update club leaders and members by providing access to information, printed or electronic materials, such as:

- [Club Leaders Agreement](#)
- Student Life Policies and Procedures Handbook
- Training session(s) conducted by the Program Coordinator of Student Life and Leadership or designee on college procedures, including hosting activities, event coordination, and financial matters.
- ICC meeting and event schedules
- ICC meeting agendas and minutes
- Club's constitution
- Club's meeting agendas and minutes
- Communications (announcements, emails, flyers, etc.) from CLPCCD, LPC, Student Life, and ICC

Thank you for your participation in Student Life!

The Student Life Office thanks you for your commitment and participation in Student Life. By completing this student club application, you agree to serve as a Student Club Advisor and that you have been provided access to Student Life & Leadership guidelines and resources.

For more information or assistance, please contact:

- Josué Hernández, Program Coordinator of Student Life and Leadership, at jahernandez@laspositascollege.edu
- Director of Inter-Club Council at lpcsg-iccchair@laspositascollege.edu

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