

Club Creation Checklist

In order to be considered for ASCMC club approval, you need the following items in an official proposal:

- **Club Recognition Form Completed (Page two of this document, place as cover of application)**
- **Constitution (if a charter group, the organization constitution as well), which should include the following but not limited to:**
 - Name of Organization
 - Purpose/Mission Statement
 - Membership Eligibility
 - Officers and Duties
 - Time and Place of Meetings
 - Election Procedures (must be democratic in most cases)
 - Dues (if applicable; not recommended unless necessary, e.g. national group)
- **Statement of Purposes and Goals**
- **Membership list with school and class.**
- **List of previous activities**
- **List of proposed activities for the current year**
- **Line-Item Budget Proposal**

Please send completed proposals to Johnny Ko via Campus Mail #682 or in person. If you have any questions please direct them to him. Once you have turned in your completed application, you will be asked to propose your prospective club to the ASCMC Board of Directors for full approval. All you need is a simple majority vote to become a club.



Club Recognition

Name of Club:

Brief Description:

Founding Officers and Contact Info:

Notes:

Statement of Understanding:

We submit our Statement of Purpose and goals and understand that one of the primary purposes of this organization will be to provide services to its members. We understand that the purposes and procedures of the organization are to be consistent with the goals and standards of Claremont McKenna College. We adhere to the policies and guidelines set forth by Claremont McKenna College. We understand that this is the responsibility of the President of the club/organization to notify ASCMC of changes in the officers of the club/organization. We further understand that all the clubs and organizations are members of ASCMC and are subject to the policies and guidelines set forth by ASCMC and its constitution, Bi-Laws and Standard Operating Procedures.

As President, I acknowledge the above statement and that all club members will abide by it.

Club/Organization President

Date

ASCMC Campus Organizations Chair

Date