

SAN DIEGO MIRAMAR COLLEGE

July 20, 2023

MEMORANDUM

To: Club Advisors

From: Student Affairs Team

Subject: Club Certification

We hope this message finds you well and ready to embark on an exciting new academic year at Miramar College. As part of our commitment to fostering a vibrant campus community, we are pleased to announce the availability of the Club Certification Packet for the 2023/2024 academic year.

To ensure compliance with District Manual 3200, all clubs must register annually, and we kindly request your prompt attention to the following steps:

Club Certification Packet Submission:

The Club Certification Packet for the 2023/2024 academic year can be accessed via the Miramar College website. To download and complete the packet, please visit the following link:

<https://sdmiramar.edu/sites/default/files/2021-08/Club%20Certification%20Packet%20Fall%202021.pdf>

Deadline for Submission:

All completed Club Certification Packets must be submitted before the deadline date of Thursday, September 7, 2023, by 4:00 p.m.

Verification of Club Elections and Officers:

Please ensure to provide minutes that verify the results of club elections and the slate of new officers. Following our review, we will notify you formally once your club has been certified for the 2023/2024 academic year.

Club Orientation:

Attendance at the Club Orientation session is mandatory for all new Advisors and club officers. However, we warmly invite continuing advisors who wish to participate. The orientation is designed to ensure a smooth and successful year for all clubs. Please register for one of the Club Orientation sessions scheduled on Tuesday, September 12, or Wednesday, September 13, by using the link provided below:

<https://forms.gle/QEcYvtyog6CQayP99>

Please note that both in-person and virtual options will be available for your convenience.

Title IX Sexual Harassment Prevention Training:

As part of our commitment to promoting a safe and respectful campus environment, all Club Officers and members are required to complete the mandated Title IX Sexual Harassment

Prevention Training. You will receive an email from the San Diego Community College District containing instructions and a link to the training. Upon successful completion of the one-hour course, you will receive a certificate of completion. Kindly email a copy of that certificate to smarquez@sdccd.edu.

Official Certification and Campus Space Reservation:

Upon receiving the club certification approval memo, your club may operate officially. Please remember that official certification is mandatory to reserve space on campus and operate as a club.

Should you have any questions or require further assistance throughout this process, please do not hesitate to contact the Student Affairs office at (619) 388-7313. Your dedication to student leadership and college life development is greatly appreciated, and we look forward to supporting your club's endeavors in the coming academic year.

Thank you for your collaboration in creating a vibrant and engaging campus community.

cc: Sandra Marquez