

# SAN DIEGO MIRAMAR COLLEGE

July 15, 2020

## MEMORANDUM

To: Club Advisors

From: Student Affairs Team

Subject: Club Certification

**Please be aware that per District Policy, all clubs and organizations, regardless of them being associated with ASG, must go through the certification process on a yearly basis as well as attend the Club Orientation.** Last year, the Office of Student Affairs worked with ASG to delineate two different categories of clubs:

### **Associated Student Chartered Club:**

- Bound by the SDCCD Club operating guidelines (AP 3200 – Associated Students Organizations and Guidelines for Students Clubs and Organizations)
- Required to designate an ASG representative who will attend the weekly ASG Meetings.
- Can receive club funding (Vending 5000) at the end of the Semester which can be used for club activities and events.

### **Certified Club:**

- Bound by the SDDCD operating guidelines (AP 3200 – Associated Students Organizations and Guidelines for Students Clubs and Organizations)
- **Not required to designate an ASG representative**
- **Not eligible to receive ASG funding.**

Please be aware that the Club Certification packet for the 2020/2021 academic year is located on the Miramar Web page under Campus Resources/Student Affairs Office/Important Documents. As per District Manual 3200, **all clubs must register annually.**

To register simply download and fill out The Club Certification Packet then submit by email to [smarquez@sdccd.edu](mailto:smarquez@sdccd.edu) before the deadline date of **Thursday, September 3, 2020, by 4:00 p.m.** Listed below is the link to the club certification packet for your convenience.

<http://sdmiramar.edu/sites/default/files/documents/2020-08/Club%20Certification%20Packet%20Fall%202020%20Fillable.pdf>

However, please note that packets may be submitted during the summer. Minutes must be provided verifying the results of club elections and the slate of new officers. You will receive formal notification once your club has been certified for the 2020/2021 academic year. You will be required to ensure representation at the Club Orientation. Please note, all new Advisors and all club officers are required to attend the orientation. However, continuing advisors are welcome to attend should you desire. This session is designed to ensure a smooth process during the year. Please mark your calendars and plan to attend a Club Orientation session **on one** of the following days:

**Tuesday, September 8, at 3:00 P.M.**

Join from PC, Mac, Linux, iOS or Android: <https://cccconfer.zoom.us/j/93439492763>

**Wednesday, September 9 at 12:00 P.M.**

Join from PC, Mac, Linux, iOS or Android: <https://cccconfer.zoom.us/j/99656892469>

**Thursday, September 10 at 2:00 P.M.**

Join from PC, Mac, Linux, iOS or Android: <https://cccconfer.zoom.us/j/94522414754>

**All club officers and new Advisors only need to attend one of the listed date and time**

In addition, all Club Officers and members who are going to attending off campus events and/or travel are also required to complete a mandated Title IX Sexual Assault Training. Please email your receipt to [smarquez@sdccd.edu](mailto:smarquez@sdccd.edu) prior to the first ASG meeting. Listed below are the instructions:

**You will need an EverFi Higher Education Account to access these courses. If you do not have an account you will need to register for one.**

**Registration Instructions:**

- **Go to:** <http://www.everfi.com/register>
- **Enter the registration code:** 8ef36412
- **Fill in the appropriate information, please be sure to enter your CSID in order to receive credit for completion**

Upon receiving the club certification approval memo you may operate in an official capacity. It is important to note that in order to operate as a club -- and reserve space on campus -- you are required to have official certification.

A faculty handbook has been created to clarify student travel procedures. You will be provided with a copy.

If you should have any question, please feel free to contact Student Affairs at (619) 388-7313. Thanks so much for your contribution to the development of student leadership and college life.

cc: Sandra Marquez