



# Club Certification Form

Welcome to Wenatchee Valley College, we are very excited in your interest in forming a club!

As a Certified Club you have the ability to serve the WVC community through campus-wide events and activities. As a club you gain access to financial support for events, networking opportunities, and leadership development.

Here are the steps to becoming a Certified Club at WVC:

- 1) Fill out the Club Certification Form (this one!)
- 2) Attach a list of all club members
- 3) Attach a Club Constitution – We can provide a template if you wish
- 4) Submit the completed paperwork to the Campus Life Office

From here your paperwork is reviewed. Once the initial review has taken place, the ASWVC Student Senate is presented with your club proposal, which you are invited to attend.

Once the proposal is approved by the senate, you have just have a couple more steps until you are ready to begin planning activities.

1. Complete the mandatory Club Training
2. Create a club flier to notify other students of the day, time, and place that you will be holding regular club meetings
3. Put the mandatory Interclub Council meetings on your calendar
4. Begin holding meetings and planning activities!

## Club Information

Club Name: \_\_\_\_\_

### Mission Statement

Please describe your clubs purpose, goals, and how your club will contribute to the community at Wenatchee Valley College.

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## Club Leadership and Service Statement

Please tell us how your club will support leadership development. Also share how your club will provide service to our campus and/or local/global community.

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## Community involvement

Does your club intend to work with any off campus groups / organizations?

Yes  If yes, whom? \_\_\_\_\_

No

## Club President

Name: \_\_\_\_\_ SID #: \_\_\_\_\_

Email: \_\_\_\_\_

By signing below you are confirming your agreement to serve as an official representative of your club and your acknowledgement to the following:

- I confirm that I have, and will maintain, a cumulative GPA of at least 2.5
- I will uphold the rules and regulations outlined in the ASWVC Club Handbook.
- I understand that I must complete the mandatory club certification training prior to planning any activities and/or events

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Club Advisor**

**Advisor Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_

By signing below, you are confirming your agreement to serve as club advisor and that you have read and understand the club advisor expectations outlined in the ASWVC Club Handbook.

You agree it is your responsibility, and further state:

- I will oversee, and offer recommendations and input as needed regarding the planning of club activities and events, attend club meetings and serve as the WVC representative.
- I will attend all club-initiated activities, events, and trainings.
- I will thoroughly review and sign all club activity forms and other paperwork before it is submitted to the Campus Life Office.
- I understand that no financial agreements or activity arrangements may be made on behalf of the club without prior approval from the Campus Life Office through the use of a submitted and approved Activity Request form.
- I will monitor student conduct in accordance with the Student Rights and Responsibilities, and the Student Code of Conduct.

**Advisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Campus Life Use Only**

ASWVC VP: \_\_\_\_\_ Date: \_\_\_\_\_

Campus Life Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

Wenatchee Valley College is committed to a policy of equal opportunity in employment and student enrollment. All programs are free from discrimination and harassment against any person because of race, creed, color, national or ethnic origin, sex, sexual orientation, gender identity or expression, the presence of any sensory, mental, or physical disability, or the use of a service animal by a person with a disability, age, parental status or families with children, marital status, religion, genetic information, honorably discharged veteran or military status or any other prohibited basis per RCW 49.60.030, 040 and other federal and state laws and regulations, or participation in the complaint process.

The following persons have been designated to handle inquiries regarding the non-discrimination policies and Title IX compliance for both the Wenatchee and Omak campuses:

- To report discrimination or harassment: Title IX Coordinator, Wenatchi Hall 2322M, (509) 682-6445, title9@wvc.edu.
- To request disability accommodations: Student Access Coordinator, Wenatchi Hall 2133, (509) 682-6854, TTY/TTD: (509) 682-6853, sas@wvc.edu.

*Please submit this form to the Campus Life Office | Van Tassell 5005*