



How to create a new club?

A few steps you need to do →→

1. Check if the club existed before.

Q: Who do I talk to?

→→ Visit the Student Activities Office (Campus Center Room 2009) and view the club files to see if your ideal club has existed.

OR

Contact the *ASFC Vice President of Organizations*, state the purpose of the club. You can either e-mail her or find her in the ASFC Office to talk in person.
e-mail: melodyye1996@gmail.com

2. Find a Foothill staff/faculty member as your club advisor

Q: What does the advisor have to do?

→→ The advisor has to agree to be on campus for the official club meetings and events, and the advisor will also be responsible for overseeing the finances of the club with the accountant. *Advisor Responsibilities Form is available @:*
http://foothill.edu/campuslife/documents/OBD/OBD_AdvisorResponsibilities_Form.pdf

3. Obtain the valid student IDs of five preliminary members.

Q: Is there a requirement for those 5 student numbers?

→→ Those five ID numbers should belong to students who agree to be the initial members for the club and have paid off their student body fee for the current quarter.

4. If the club has never existed before, fill up Activation/Reactivation form. If not, fill up the Recommitment Form instead.

Q: Where do I find the form??

→→ 1. Log on to your *OrgSync.com*. On the right side of the top of the page, click under *My Memberships* and select *Organizations Board of Directors*.

2. Go under *Forms*, and then click into the form called *Activation/Reactivation*.

NOTE: You can only active/reactive a club for the first five weeks of a quarter.

5. Get approval from your advisor.

Q: How does that work?



ORGANIZATIONS BOARD OF DIRECTORS

12345 El Monte Road • Los Altos Hills • CA 94022-4599 • Telephone: (650) 949-7637 • Fax: (650) 941-4574

→→ Once you submit the *Activation/Reactivation* form, the system will send your advisor a notification e-mail, make sure you inform your advisor to log in to his/her OrgSync and approve the form by Monday @ 12:30 PM.

6. Appoint your OBD Representative.

Q: What is an OBD Rep.?

→→ An OBD Representative serves as the liaison between OBD, ASFC and the club. Make sure a club representative attend OBD meetings (from week 2 to week 10) on every *Tuesdays* from *12:30 PM - 1:30 PM* in the *Toyon Room*.

NOTE: 3 absences of the OBD Rep. will result the club to be put on suspension status.

7. Create a constitution within 4 weeks submitting the Activation/Reactivation form.

Q: What should be included in the constitution?

→→ You can find a template on OrgSync, it is located under *Organizations Board of Directors's Forms* section.

For more information about how to create a constitution, you can also go to:

http://foothill.edu/campuslife/documents/Club_Handbook.pdf

Prepared by,

Melody Ye

ASFC Vice President of Organizations

07/22/2015