

HOW TO START A

FOOTBALL CLUB

ASCOA

*Associated Students of College of Alameda*

# OFFICE OF STUDENT ACTIVITIES & CAMPUS LIFE

The Office of Student Activities & Campus  
Life Oversees:

- ASCOA
- Student Activities & Clubs
- Events
- Commencement
- Basic Needs
- CARES Team

Room F-217

[alameda.edu/campus-life/student-activities-campus-life-office/](http://alameda.edu/campus-life/student-activities-campus-life-office/)

# TO SUCCESSFULLY START A NEW CLUB YOU WILL NEED TO UNDERSTAND THE CLUB REGISTRATION PROCESS

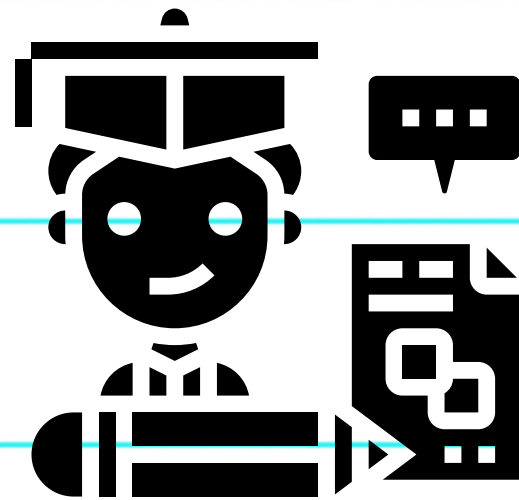
THIS TRAINING WILL EXPLAIN:

- *The Roles of Student Activities & Campus Life and ASCOA*
- *The Inter-Club Council (ICC)*
- *The definition of a Club & its Benefits*
- *Club Process & Requirements*
- *Required Documents*
- *The Approval Process*

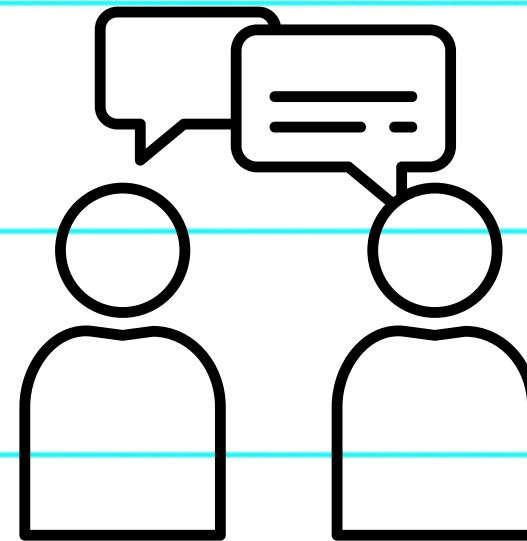
# AS PART OF THE CLUB REGISTRATION PROCESS THE OFFICE OF STUDENT ACTIVITIES & CAMPUS LIFE...



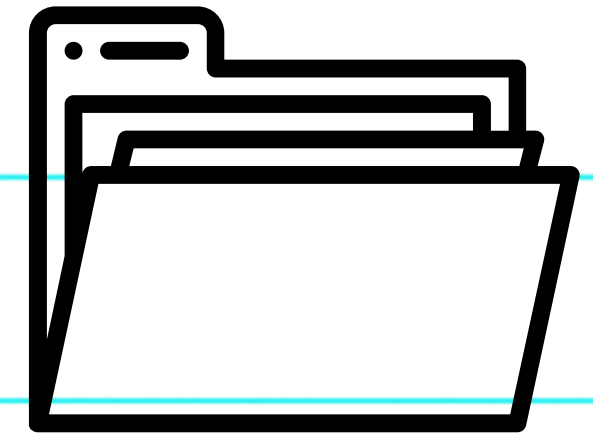
Receives & Processes  
Documents



Checks Grades &  
Enrollment



Communicates with  
ASCOA



Stores  
Club Files

# THE ASCOA REVIEWS REGISTRATION PACKETS FOR APPROVAL

*The Vice President of  
Operations is the link between  
clubs and the ASCOA.*



# ICC REPRESENTATIVES



THE INTER-CLUB COUNCIL (ICC) IS A STANDING COMMITTEE OF THE ASCOA. ICC MEMBERSHIP INCLUDES ONE VOTING REPRESENTATIVE FROM EACH REGISTERED CLUB.

All chartered clubs must designate 2 student representatives

Meeting attendance is mandatory

Meetings occur twice a month



WHAT IS A CLUB?

A STUDENT CLUB (OR ORGANIZATION) IS A GROUP OF FIVE OR MORE CURRENTLY ENROLLED COA STUDENTS UNITED BY A COMMON INTEREST OR PURPOSE.

STUDENT CLUBS EXIST TO BENEFIT THE COLLEGE OF ALAMEDA STUDENT BODY.

MEMBERSHIP MUST BE OPEN TO ALL ELIGIBLE COA STUDENTS.



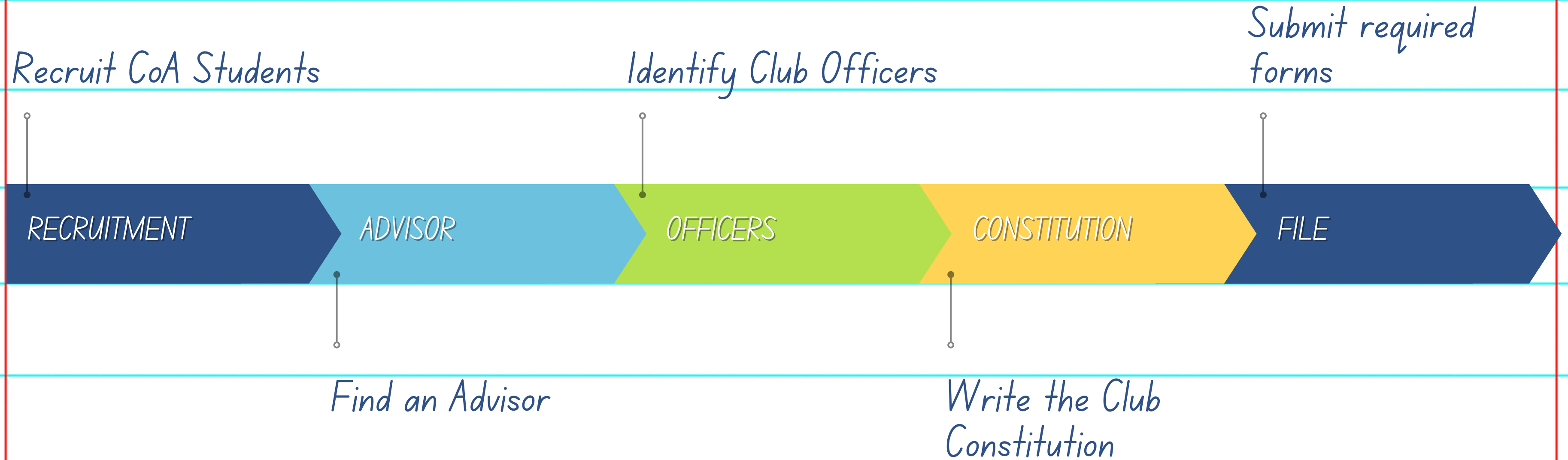
# CLUB BENEFITS

COLLEGE	FINANCE	MEMBERSHIP
<ul style="list-style-type: none"><li>• Use of College Facilities</li><li>• Use of College bulletin boards</li><li>• Listing on College Website</li></ul>	<ul style="list-style-type: none"><li>• Fundraising Activities</li><li>• Request funding from ASCOA</li></ul>	<ul style="list-style-type: none"><li>• Recruit Members</li><li>• Build Community</li></ul>



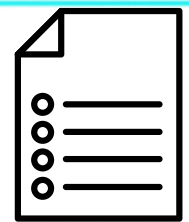
# GETTING STARTED

# FIVE STEPS TO STARTING A CLUB



# RECRUIT CLUB MEMBERS

Student clubs should represent the interests of the student body AND promote the social, intellectual, cultural, recreational or spiritual development of students.



New clubs must recruit a minimum of 5 registered CoA students



Club members must be listed in the Club Member Listing form

# FIND AN ADVISOR

Every student club is required to have a College of Alameda faculty member or administrator serve as a club advisor.

Some advisor responsibilities include:

-  Attending club meetings
-  Supervising club activities
-  Providing signature approval for expenses

Advisors must sign the  
Advisor Agreement  
form

# SELECT CLUB OFFICERS

Selecting reliable students that meet minimum GPA and enrollment requirements to serve as club officers is critical to preventing delays.

Officers must:



Be registered for a minimum  
of five (5) units at College of

Alameda



Have a minimum 2.0  
cumulative GPA

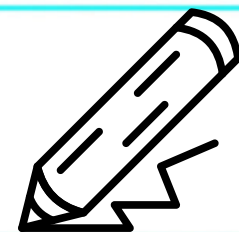
# WRITE THE CLUB CONSTITUTION

The club's constitution is an important document that describes officer responsibilities, frequency of meetings, the election process and decision making procedures.



The Constitution Guide is a

helpful resource. To understand how to structure and write a constitution.



The Constitution Template is

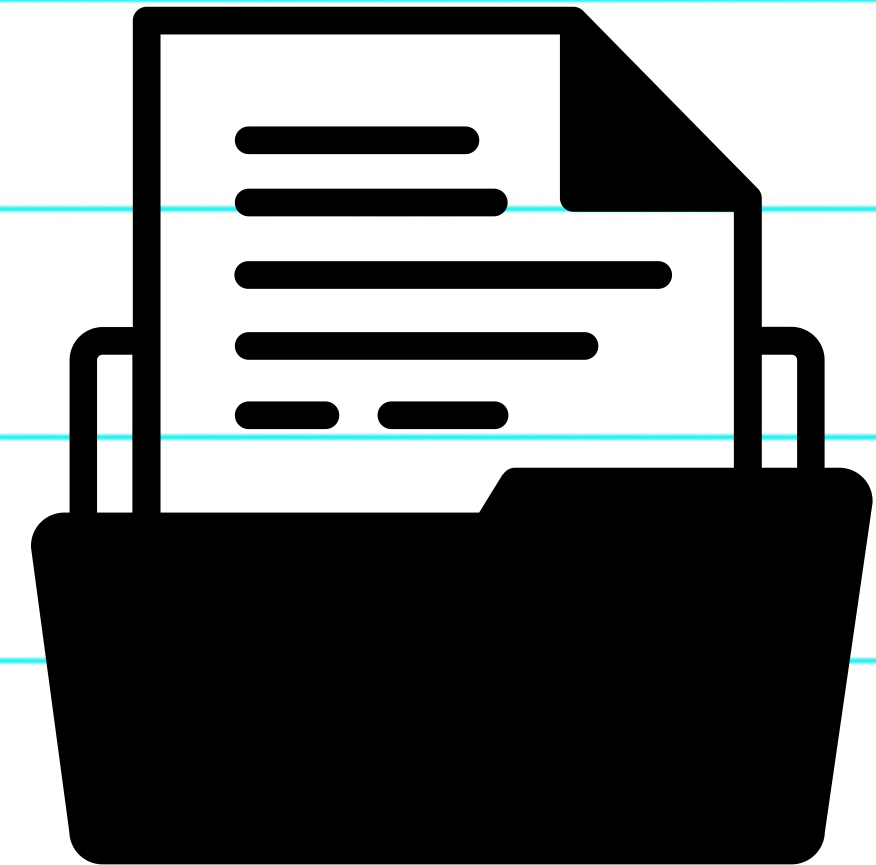
a document you can customize to meet the needs of your club.

Both documents are available in the Club Registration Packet and online.

# SUBMIT REQUIRED FORMS

To complete the club registration process the following documents must be submitted:

1. Club Officer Listing
2. Advisor Agreement
3. Member Listing Form
4. Club Charter Agreement
5. Club Constitution



Submit required documents to the office of Student Activities & Campus Life (F-217).

INCOMPLETE PACKETS WILL BE RETURNED WITHOUT BEING PROCESSED.





# THE APPROVAL PROCESS

# THERE ARE THREE MAIN STEPS INVOLVED IN THE CLUB APPROVAL PROCESS:

Department staff will conduct registration and GPA checks for executive officers. Officers that do not meet the minimum GPA and unit requirements will be ineligible. Different student(s) will need to be identified.

The ASCOA may review a club's constitution up to three times before voting to approve the club charter. The VPO will keep the club informed of its status in the club registration process.



Completed packets (with officers that meet the minimum GPA and unit requirements) will be forwarded to the ASCOA VPO, the VPO will have the club's constitution placed on the ASCOA meeting agenda for review.

# NEW CLUB FUNDING

Depending on availability of funding, NEW clubs may receive an allocation of \$100.00 in start-up funds. If approved, funds will be transferred into the club's District account.

Renewing clubs are not eligible for start-up funds.



# ADDITIONAL INFORMATION

# RESOURCES

Office of Student Activities and Campus Life

Student Center (F-217)

510.748.2327

[alameda.edu/campus-life/student-activities-campus-life-office/](http://alameda.edu/campus-life/student-activities-campus-life-office/)

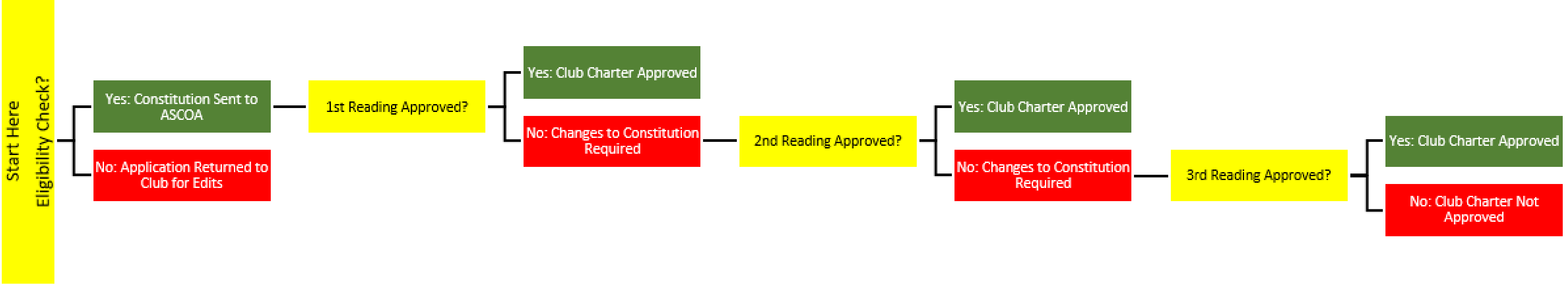
Associated Students of College of Alameda (ASCOA)

Student Center (F-216)

[alameda.edu/campus-life/student-activities-campus-life-office/student-government/](http://alameda.edu/campus-life/student-activities-campus-life-office/student-government/)



# APPROVAL PROCESS





QUESTIONS?

Contact Director of Student Activities & Campus Life

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