

Napa Valley College

Club Application

Club Name _____

Organizational set up: (Check one)

Academic School Year _____

Service Club

Organization

Campus Club/Organization with ICC ties

Important Club Event Dates

September 10 (12PM-3PM)

September 11 (11AM – 2PM)

Club Rush

Please RSVP for the event by contacting Omar Peña, Student Life Manager, at Omar.Pena@napavalley.edu

Location: Library Plaza

September 22nd

All club applications due

Any club submitting after this date is subject to approval, by the Office of Student Life

September 18th

First ICC Meeting 12:30-1:30pm

Via Zoom

ICC Meetings will be held every other week thereafter via zoom (Please RSVP for the event by contacting Omar Peña, Student Life Manager, at Omar.Pena@napavalley.edu)

Deadline to turn in activation paperwork and receive funds: Sept 22, 2025

Student Life/ASNVC Office, RM 1342
Office hours: M - Th: 9am-5pm; Fri: 9am-12pm
Phone: (707) 256-7340



Checklist for Activating a New or Reactivating a Club/Organization at Napa Valley College

- ☐ **Read and Sign Off** on the **Inter-Club Council Constitution** and **NVC Club Policy Manual**.
Forms can be found in the Office of Student Life/ASNVC Office, or online <http://www.napavalley.edu/ASNVC>, on the resource link click on ASNVC Form and Handouts, and under Inter Club Council Handouts you will find the ICC Constitution and Policy manual. Sign off sheet will be located at the Student Life/ASNVC Office, Rm. 1342.
- ☐ **Organization Setup**
Determine whether your club is an Organizational, Service, or Campus Club/Organizational with ICC ties. Only Campus Club/Organization with ICC ties get funding through the ICC. Turning in a Club Packet is REQUIRED to be a part of the ICC.
- ☐ **Acquire an Advisor.**
The Advisor must be a member of the faculty or full-time staff (cannot be a student worker). Advisors cannot advise more than 2 clubs.
- ☐ **Recruit seven core club members & elect officers.**
Clubs and organizations are required to have a **minimum of seven core members** (including a President, Treasurer and Inter-Club Council Representative) to be an official club at Napa Valley College. **Your core seven members must be current NVC students.** Additional members can only be NVC students, staff or faculty. Student ID number is REQUIRED to verify enrollment at NVC
- ☐ **Decide** first club meeting and a tentative schedule.
- ☐ **Meetings** in-person.
Please schedule a room for your club using the ASNVC Room Reservation Form: <https://www.napavalley.edu/studentaffairs/ASB/Pages/asnvcroomres.aspx>
- ☐ **Paperwork will be automatically sent to Student Life/ASNVC Office for Approval after all parties have completed their inputs.**

Please make sure all information is correct: members' information, email addresses, student ID numbers, all signatures and initials are signed off.



Club/Organization Application

(Please print neatly)

(Please check one)

- ☐ **Establishing New Club/Organization**
- ☐ **Reactivate Club/Organization**

Article I

The name of club/organization: _____

Article II

The purpose for the existence of this club/organization is:

Club or organization's goals for 2025-2026 are:

Will your club be collecting membership dues? Yes ____ No ____

If yes, amount: _____ How often? _____

Article III

How will officers be elected? _____

What will be the eligibility requirements for the officers of your club/organization?

(Example: G.P.A., # of units)

**No student shall; on the basis of gender, race, religion, national origin, creed, ethnic background, economic status, disability, sexual orientation, or age be denied the position or office within a student club or organization)*

What will be the term of office these individuals will serve? _____

How will vacancies be filled? _____

When will elections be held within your club/organizations?

How will special meetings be called? (Meetings that are held on different days and/or times than regularly scheduled meetings)

Article IV

Election of Club/Organization Officers

1) President - Every club is required to elect a president. The president will:

1. Preside over the club and club meetings; he/she is the "Official Spokesperson" for the club. The best person for club president is a student who can make every meeting.
2. Understand and follow Club and Inter-Club Council Constitution.
3. Keep club organized, set up club meetings, and sign off on campus forms including Business Office Forms.
4. Work with the secretary and advisor to develop an agenda for each meeting.

Club President will be:

Name: _____

Phone: _____ E-mail: _____

2) Treasurer - Every club is required to elect a treasurer. The treasurer is responsible for:

1. Keep track of the Club budget
2. Process and sign business office forms.
3. Must be able to attend club meetings

Club Treasurer will be:

Name: _____

Phone: _____ E-mail: _____

3) Inter-Club Council Representative - Every club is required to elect an Inter-Club Council Representative. The ICC Rep is responsible for:

1. Attendance at the Inter-Club Council meetings. Meetings are twice a month. If they cannot attend, the ICC rep can complete the ICC report form prior to the mtg.
2. Be the liaison between the club and the Inter-Club Council. As the liaison, the ICC representative is responsible for reporting the status of their club to other ICC members as well as reporting the content of the ICC meeting back to club members.
3. Be in charge of requesting money from the ICC

Inter-Club Council Representative will be:

Name: _____

Phone: _____ E-mail: _____

OPTIONAL Club/Organization Positions:

Vice President Shall:

1. Stand in for the president when the president cannot attend a meeting.
2. Can sign off for the president when the president cannot be reached.

Vice President will be:

Name: _____ Phone: _____

E-mail: _____

Secretary shall:

1. Will be responsible for taking minutes at each meeting. They also keep track of agendas and minutes, preferably in a club binder.

Secretary will be:

Name: _____ Phone: _____

E-mail: _____

Article V

Club/Organization Meetings will be: *(Please complete the **Request for Classroom Form**, before completing this part)*

DAY: _____

TIME: _____

PLACE: _____

Possible Club Activities for the Year:

1. _____
2. _____
3. _____
4. _____

Request for Club/Organization Advisor

The (Club Applicant)_____respectfully requests that
_____and_____be the designated advisor(s) for this
club.

Club Advisor Role:

- An advisor serves as a guide and advocate for the club members.
- An advisor helps the club to achieve the purpose for which it was organized.
- An advisor understands college policies affecting such groups and advises the club of these policies as necessary.

Club Advisor Responsibilities: (Advisors, please initial next to each statement below)

- _____ Attendance at all official club meetings;*
- _____ Attendance at on-campus and off-campus club-sponsored activities and events;**
- _____ Signing all facility and business office forms;
- _____ Submitting all receipts for purchases made from an Advance and returning any unused cash to the Business Office;
- _____ If driving the college van, following all applicable traffic laws and keeping the safety of club members as the highest priority;
- _____ Informing club members of their responsibility to abide by the Student Code of Conduct. ***

Advisors should consult with the Coordinator of Student Life regarding any questions, concerns, or problems regarding club activities or events.

* Only one advisor is necessary for a club meeting.

** Only one advisor is necessary for a club activity or event. If an advisor is unable to attend a club-sponsored event, a designee who is a college faculty or staff member may attend in lieu of the advisor.

*** Failure to comply with the Student Code of Conduct may be grounds for referring the student to the Vice President of Student Services.

I have agreed to be the Advisor of the_____.
I understand the responsibilities of being an Advisor as described above.

Advisor 1 Name: _____

Signature: _____ Date: _____

E-mail: _____ Phone: _____

Advisor 2 Name: _____

Signature: _____ Date: _____

E-mail: _____ Phone: _____

Napa Valley College Students who are current members of
_____ Club/Organization.
CORE SEVEN: Seven members that regularly attend all club meetings (including
president, treasurer, and ICC representative).

1. Name: _____ Phone #: _____
E-mail Address: _____ Student ID*: _____

2. Name: _____ Phone #: _____
E-mail Address: _____ Student ID*: _____

3. Name: _____ Phone #: _____
E-mail Address: _____ Student ID*: _____

4. Name: _____ Phone #: _____
E-mail Address: _____ Student ID*: _____

5. Name: _____ Phone #: _____
E-mail Address: _____ Student ID*: _____

6. Name: _____ Phone #: _____
E-mail Address: _____ Student ID*: _____

7. Name: _____ Phone #: _____
E-mail Address: _____ Student ID*: _____

***You are encouraged to provide additional members below; this will speed up the application process in the event that some of your cores 7 are not valid students and/or provided wrong information.**

8. Name: _____ Phone #: _____
E-mail Address: _____ Student ID*: _____

9. Name: _____ Phone #: _____
E-mail Address: _____ Student ID*: _____

10. Name: _____ Phone #: _____
E-mail Address: _____ Student ID*: _____

11. Name: _____ Phone #: _____
E-mail Address: _____ Student ID*: _____

12. Name: _____ Phone #: _____
E-mail Address: _____ Student ID*: _____

Agreement of Responsibility for Financial Accounts and Facilities Use

DATE _____

(Name of Club/Organization) _____

We, the undersigned, do hereby understand that Napa Valley College approved clubs are only allowed to have Club Trust / Savings accounts through the college. We understand that when we raise money on or off-campus, that we must deposit our money into our NVC Trust Account. We also understand that when processing business or facilities paperwork, the forms must be turned into the Student Life/ASNVC Office at least 14 days in advance for business and facilities paperwork. We understand that when requesting an advance that all unused money and original receipts must be turned into the business office in a timely manner.

We further understand that we will be held fully and personally responsible for any costs or damages incurred by the organization, in any of the club's activities, authorized by our signatures.

PRINT NAME: _____ SIGNATURE _____

(Club President)

Phone _____

PRINT NAME: _____ SIGNATURE _____

(Club Treasurer)

Phone _____

(Additional names may be written on the back of this form if more than two people are designated by consent of the organization).

FACULTY and STAFF ADVISORS:

I acknowledge my intention to serve as advisor for the above stated club or organization. I have reviewed the meeting times of the club and am able to attend. I promise to do my best in advising the students of this organization in following the Napa Valley College Business and Facilities policies. I also understand that I can access the NVC Club Policy Manual & Inter-Club Council Constitution at www.napavalley.edu/asnvc and the Student Life/ASNVC Office.

ADVISOR 1 _____ **SIGNATURE:** _____

PHONE: _____ **E-MAIL:** _____

ADVISOR 2 _____ **SIGNATURE:** _____

PHONE: _____ **E-MAIL:** _____

This club or organization is approved as a charter club and may request or withdraw funds from a NVC Club Trust Account and use Napa Valley College Facilities.

Manager of Student Life: _____ **Date:** _____

Senior Dean of Student Affairs: _____ **Date:** _____

Note: Setting up a Trust Account is important for new clubs. A Trust account is **REQUIRED** to fund-raise, pay for club supplies and activities, and receive seed money

New Club/Organization or Change in Advisor

**Napa Valley Community College District
Application for a Trust/Club Account**

N/A

** Only new club/organization or change in advisor need to complete this form.*

Trust Club/Account Number : **79 -** _____ Date: _____
(To be assigned by the Business Office)

Trust Club/Account Name : _____

BC Manager/Advisor : _____

1. Name of individual, organization or club in whose account the funds are held by the District in a trustee capacity. If none, please indicate "not applicable".

2. Source of income:

3. Purpose for which funds are expended:

Requested by: _____

BC Manager/Advisor

Approved by: **Senior Dean of Student Affairs**