

# Starting a Campus Club at Cabrillo College

(Returning Clubs Must Complete Steps 1-3 Every Semester They Remain Active)

## 1. Step One - [ICC Sustainable Purchasing Policy & Advisor Agreement & Requirement forms](#)

**Advisor & executive club members must read and sign** the ICC's Sustainable Purchase Policy and the Advisor Agreement and Requirement form. Forms must be submitted to the Student Activities Coordinator.

## 2. Step Two - [Club Application](#)

Complete the club charter application online every semester starting two weeks prior to the beginning of the semester. Students are able to start & charter a new club all throughout the semester except for within the last three weeks of school.

## 3. Step Three - [Club Roster](#)

Submit a club roster with your current membership (minimum 6 individuals). Due at the end of the 1st month of the semester for open chartering. After the 1st month, new clubs will be voted into the ICC by the current members.

## 4. Step Four - [Sample Constitution & Bylaws](#)

Create your club's Constitution and Bylaws. Use the provided template to create your own.

**Need Support with filling out your forms?**

Email: [ascicc@cabrillo.edu](mailto:ascicc@cabrillo.edu) or [janorthc@cabrillo.edu](mailto:janorthc@cabrillo.edu)