## Starting a Campus Club at Cabrillo College

Process & timelines: Will be updated Spring 2026

Fall 2025 is the final semester for the pandemic policies and accommodations

(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 Will be updated Spring 2026

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: asccicc@cabrillo.edu or janorthc@cabrillo.edu