



ASLCC Co-Curricular, Organization, or Club (CCOC) Charter Form

Please read the directions carefully and fill in all blanks clearly and legibly. An incomplete application may stall the chartering process. With this form, please also turn in the following to be considered for charter:

- A Mission Statement for your CCOC on a separate piece of paper.
- A signed Advisor Responsibilities document with this charter. ASLCC will notify the chartering advisor and CCOC representative of the approval status of the charter application.
- **Organizations Only:** If the student organization being charted is affiliated with a non-LCC entity please include an additional document that answers the following questions:
 - What state-wide, national, and/or international organization are you a part of?
 - Are you currently a member of that organization?
 - What are the annual membership dues, if any?
 - What are the requirements for you to remain a member of the organization?
 - What does the organization do?
 - What does it mean to be a part of this organization?
 - What do we need to know about this organization in the event that there is no advisor present?
 - Is there any log-in information for this organization, such as for a website? If so, please list the log-in information.

CCOC Name			
Name		900#	
Email		Phone	
Signature		Date	

Students Chartering the CCOC

#	Name	Signature
1*		
2*		
3*		
4*		
5*		
6		
7		
8		
9		
10		

*Required

Club Rights & Responsibilities

ASLCC grants the following rights to all chartered CCOCs:

- Use of the ASLCC Clubs & Organizations logo and name on CCOC materials and activities
- Ability to use and apply for funds as outlined in the ASLCC Financial Code
- Ability to schedule college facilities in accordance with college procedures
- The right to post information about the club or club events on ASLCC approved bulletin boards
- Use of ASLCC sandwich boards, based on availability and ASLCC approval
- Ability to print up to 6 posters and 50 color fliers each quarter
- Use of club storage space
- Use of the workspace, materials, and supplies in the ASLCC Clubs & Organizations Room (STC 216) and ASLCC office (STC 213)
- Use of various ASLCC event supplies (popcorn maker, sno-cone machine, button maker, sports equipment, etc) on a per request basis

Requirements for Active Status

To retain these rights and responsibilities, all CCOCs must meet the following requirements. Failure to comply with these regulations may result in financial penalties, loss of the above privileges, or revocation of chartered status by ASLCC.

- Membership and participation within a CCOC must be free from discrimination based upon race, ethnicity, religion, age, national origin, disability status, sexual orientation or veteran status, pursuant to the College's Policy on non-discrimination.
- Each CCOC must have a full-time faculty or staff advisor actively involved with the group. All Advisor Responsibilities must be followed.
- All mandatory events and deadlines set by the Student Programs staff must be met.
- All travel procedures, spending of service and activities funds, document processes and timelines must be followed accordingly. Please refer to the Travel Procedures section for details.
- A minimum of 5 students at all times. If the number drops below 5 during the quarter the CCOC has until the next quarter to have 5 members before the CCOC becomes inactive.
- The CCOC must be active in at least one ASLCC Student Government sponsored event per academic year (i.e. Red Devil Days and Harvest Fest).

Provisions for Inactive Status

An inactive CCOC no longer has its charter recognized by ASLCC and loses all privileges. Any remaining CCOC funds will be rolled into the Student Activities reserve. Any CCOC that has become Inactive may appeal its status by reapplying and attending an ASLCC Executive Council Meeting to present why they should be reinstated. A CCOC may be declared inactive by the Director of Student Programs if any one of the following conditions exists:

- Failure to comply with the above Requirements for Active Status.
- Failure to comply with College policies including travel documentation, spending of state allocated funds and compliance with the College's nondiscrimination policy.
- If the CCOC advisor steps down from their duties and a replacement is not found within that quarter.
- Lack of activity for a calendar year

Questions? Visit the Student Activities office in the Student Center or call the Director of Student Programs at 360.442.2443.