The Office of Student Life will be accepting Club Charter Applications starting **January 10-February 17**, for Spring 2011. The Club Charter Application must be completed online by club designee at [www.orgsync.com](http://www.orgsync.com). Once the Club Charter Application has been completed online, a copy will be emailed to the Club Advisor for review and approval, **no later than February 17, 2011**.

Please contact the Office of Student Life, if you have any questions.

Liberal Arts Campus: (562) 938-4795  
Room: E119

Pacific Coast Campus: (562) 938-3985  
Room: GG200
Club Registration

All groups of students organizing for the purpose of participation in activities, events, community service, and other college related pursuits must be approved by the LAC Senate/PCC Club Board Student Body.

Under the supervision of the LAC Senate/PCC Club Board, clubs are entitled to meet, hold activities, participate in college sponsored events, raise funds, make purchases, and otherwise operate as an official entity of Long Beach City College. Clubs are governed by the ASB Constitution. Clubs are open to membership by all members of the Associated Student Body.

**Club Membership and Officers:** Clubs must elect a Club President and a LAC Senate/PCC Club Board Representative. Membership in the Senate/Club Board is mandatory and attendance is required to maintain active status as a club. Each club must send a representative to the Senate/Club Board Meeting each week. The Senate meets every Tuesday at LAC, Room E119, from 12:00p.m.-1:00p.m. and Club Board meets every Wednesday at PCC, Room FF101, from 12:00p.m.-1:00p.m.

**Club Membership:** Clubs may form with a minimum of 10 students. These members must have a current College Services Card. Non-students and alumni cannot be included in club membership.

**Advisor:** Clubs must have a LBCC Faculty/Staff member as a Club Advisor. If the club cannot find an Advisor, please contact the Office of Student Life for assistance.

**Club Meeting:** Clubs must establish an official on campus meeting location, date and time through the Office of Student Life. To obtain a room reservation for each semester, please see the Office of Student Life. Room reservations are renewable each semester, on a first-come, first-served basis, regardless of which building or room you have been assigned in previous semesters.

**Renewing Club** (chartered previous semester): Prior to Club Charter approval, renewing clubs can meet and host events for the first three weeks of the semester only. Only prepackaged food/opportunity drawing/off-campus fundraisers allowed prior to Club Charter approval.
New Clubs: Prior to Club Charter approval, new clubs will not be able to host any non-recruiting events until they are chartered.

Constitution: A Club Constitution must be submitted by every club. The Club Constitution must be in compliance with the California Education Code, ASB Constitution and the policies of Senate/Club Board. Model constitutions are available on OrgSync (left hand side of screen, under Files/Club Organization folder/Club Registration Guide) and at the Office of Student Life to assist students. The constitution must be approved by the Office of Student Life who will review it once it is submitted with the Club Charter Application.

Club Account: Clubs wishing to collect dues, raise money, make donations to scholarships and make purchases must establish an account with the Cashiers Office for which there is no charge. All club funds must be deposited in the club account and all disbursements will be made from that account. Club officers and the advisor must submit a Cashier’s Office-Club Account Signature Card (attached) to the Cashier’s Office Prior to Charter Approval.

ASB Club and Cashier’s Office Policies and Procedures: A complete copy of policies and procedures will be handed out at Club U each semester. An electronic copy is also available on OrgSync, under Files/Club Organization Information/Policies and Procedures. For more information, please visit the Office of Student Life.
Long Beach City College
Office of Student Life

Registration Check-list

Prior to completing the Club Charter Application online via OrgSync, you will need to collect the following information. Please make sure you have all the items below completed before starting the application.

☑ Create an individual OrgSync User Account (For student completing charter application/club designee. This is different from the Club OrgSync Account.) To complete Club Charter Application online, the club designee must have an OrgSync Account. Please see instructions on Page 7, under “Step 1” on how to create OrgSync User Account.

☑ Request OrgSync Club Account
Please check with The Office of Student Life for a complete list of all clubs currently registered with OrgSync. If you are a new club, please submit a request to the Office of Student Life for an OrgSync Club Account to be created (see attached form). If your club already has an OrgSync Club Account, but do not have access to it, please submit a request to the Office of Student Life (see attached form).

☑ Club Name

☑ Organization Photo (optional)
The banner graphic should be 764 pixels wide, no more than 155 pixels in height and must be in a normal image format (jpeg, png, gif).

☑ Description of your club
This can be a couple of sentences describing the club.

☑ Keywords
Keywords are helpful for new students searching for a particular club that meet their interests.

☑ Club Meeting Day, Time, and Location
Room Reservations can be made through the Office of Student Life, by submitting an Activity/Fundraiser Application.
Club Meeting Information (continued)
To reserve a room at LAC, please see: Jaimarie Cruz, Room E213.
To reserve a room at PCC, please see: Paulette Marshall, Room GG200.

Advisor Information: Advisor Name, Title, Phone Number and Email
If you need assistance with finding an Advisor, please visit the Office of Student Life.

Club President Information: Name, Phone Number, and Email

Club Senate Representative/Club Board Representative Information:
Name, Phone Number, and Email

Club Membership List
A copy of the Club Membership List is attached to this packet. Please fill it out completely, scan and upload to your Charter Application electronically.

Club Constitution
A copy of the Club Constitution will need to be submitted electronically as part of the Club Charter Application. If you need assistance creating a constitution for your club, please contact the Office of Student Life. A sample is also available on OrgSync (left hand side of screen, under Files/Club Organization Information/Sample Constitution).
Club Registration Process

Please complete the following steps to register your club with the Office of Student Life.

**Returning Clubs:** If your club chartered the previous semester, please complete the following steps.

**New Clubs:** If you are starting a new club, or if your club did not charter the previous semester, please check with the Office of Student Life, to see if your club has an OrgSync Account before proceeding.

**Step 1: Club Designee- Create OrgSync User Account**

- Go to OrgSync.com
- Select "Register"
- Find Long Beach City College and select “Register”
- Complete your Account Information
- Complete your Profile Information

**Step 2: Submit an OrgSync Request Form** (attached) to the Office of Student Life, for club designee. This will allow you to complete and submit your Club Charter Application on OrgSync.

**Step 3: Complete and Submit Club Charter Application on OrgSync:** Once the club designee has received access to the Charter Application (Administrator Privileges), complete the following steps.

Club President Instructions:

- Log onto OrgSync.com
- Under “My Orgs” -located at the top of your page, find and select your Club
- Under “Settings”- on left hand side of your screen
- Select “Set Up”
- Select “Renew Organization Profile”
- Complete the entire application and submit.

**Important Note:** Please note if your club chartered the previous semester, all your information should be saved, and you will be able to go through and
update your current club information. If your information is not saved from the previous semester, please contact the Office of Student Life for assistance.

**Step 4: Advisor Review and Approval**

Once your application has been submitted with all necessary information, a copy will be sent to the club advisor for review and approval.

Note: If the application is incomplete or missing information, the club designee and advisor will be contacted via email listing what corrections need to be made.

**Step 5: Check the Status of Your Application:** Once your application has been submitted, and Steps 1-6 have been completed, you can check the status by completing the following steps.

- Log onto OrgSync.com
- Under “My Tools” located at the top of your page, select “Form Submissions”
  - If your application is listed as “pending”, the application is in the process of being reviewed.
  - If your application is listed as “deferred”, your application is incomplete. An email will be sent to the Club Advisor and club designee regarding the changes that need to be made. Please make necessary corrections and resubmit.
  - If your application is listed as “approved”, the Club Advisor and designee will receive an email stating the application was approved. The Charter Application will then be sent to the LAC Senate/PCC Club Board for final approval.

**Step 7: Activating/Creating Club Account with the Cashier’s Office:** Clubs wishing to collect dues, raise money, make donations to scholarships and make purchases must establish an account with Cashiers Office for which there is no charge. Club Officers and Advisor must submit a Signature Card (attached) each semester to the Cashier’s Office Prior to Charter Approval.

**Step 8: Club Charter Application Approval:** Once your application has been approved by the Office of Student Life, it will be presented to the LAC Senate/PCC Club Board for final approval.
OrgSync Request Form

Please complete this form if you are requesting access to OrgSync for your club. Please allow at least 3 days to process.

Semester/Year: _______________

Club Name: _______________________________

Name: _________________________________

Phone Number: ___________________________

What are you requesting? (Circle one and complete necessary information.)

1. An OrgSync Account for my Club (for new clubs only)
   Please check with the Office of Student Life for a complete list of clubs, currently registered under OrgSync if you are not sure.

2. Administrator Privileges: Access to Club’s OrgSync Account to complete Charter Application
   In order to be given Administrator Privileges you must register yourself with OrgSync first. If you are not registered with OrgSync at the time this form is submitted, it will delay your request).

   Name: (if different from name listed above) _______________________________

   Email: _____________________________________________________________

   Date OrgSync Account was created: ________________________________

   Phone Number: (if different from number listed above) ________________

Advisor Approval:

   Full Name: _______________________________ Phone: __________________

   Signature: ______________________________ Date: ________________