

# SAN DIEGO MIRAMAR COLLEGE

April 26, 2019

## MEMORANDUM

To: Club Advisors

From: Student Affairs Team

Subject: Fall 2019 Club Certification

The 2019/20 Club Certification packet is located on the Miramar Web page under Campus Resources/Student Affairs Office/Important Documents. As per District Manual 3200, all clubs must register annually. The Club Certification Packet is in PDF which can be filled out online and submitted by email to [smarquez@sdccd.edu](mailto:smarquez@sdccd.edu) or by bringing the completed packet to the Student Affairs office K1-210. Once completed, **keep a copy for your club records** and email or drop off the original to the Student Affairs Office by **Thursday, September 5, 2019, by 4:00 p.m.**

However, please note that packets may be submitted during the summer. Minutes must be provided verifying the results of club elections and the slate of new officers. You will receive formal notification once the certification process has been completed and approved and that your club has been certified for the 2019/20 academic year. You will be required to ensure club representation at the Club Orientation. Please note, all new Advisors and all club officers are required to attend the orientation. However, continuing advisors are welcome to attend should you desire. This session is designed to ensure a smooth process during the year. Listed below is the link to the club certification packet that must be completed.

<https://www.sdmiramar.edu/sites/default/files/documents/2019-04/Club%20Certification%20Packet%20Fall%202019.pdf>

Please note that all Club Officers and members are also required to complete a mandated Title IX Sexual Assault Training. Please bring your receipt to Student Affairs prior to the first ASG meeting. Listed below are the instructions:

**You will need an EverFi Higher Education Account to access these courses. If you do not have an account you will need to register for one.**

**Registration Instructions:**

- Go to: <http://www.everfi.com/register>
- Enter the registration code: **8ef36412**
- Fill in the appropriate information, please be sure to enter your CSID in order to receive credit for completion

Upon completion of this process, including the Club Orientation, you may operate in an official capacity. Please note that your packet must be complete when submitted. It is also important

to note that in order to operate as a club -- and reserve space on campus -- you are required to have official certification.

In addition, please mark your calendars and plan to attend a Club Orientation session **on one** of the following days: **Monday, September 9, at 12:00 P.M.; Wednesday, September 11 at 3:00 P.M. or Thursday, September 12 at 2:00 P.M. in the Student Affairs Conference room K1-209. All club officers and new Advisors only need to attend one of the listed date and time.**

A faculty handbook has been created to clarify student travel procedures. You will be provided with a copy.

If you should have any question, please feel free to contact Student Affairs at (619) 388-7313. Thanks so much for your contribution to the development of student leadership and college life.

cc: Sandra Marquez