

September 1, 2011

MEMORANDUM

To: Club Advisors

From: Adela M. Jacobson, Dean
Student Affairs

Subject: Club Certification for 2011-2012

Attached, please find your Student Club Certification Packet for the 2011-12 academic year. As per District Manual 3200, all clubs must register annually. Please complete this packet, keep a copy for your records, and submit the original to the Office of Student Affairs by September 30, 2011. You will receive formal notification once the certification process has been completed and will then be required to attend a Club Orientation. Then you may operate in an official capacity. Please note that your packet must be complete when you submit it. 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 Friday, October 7th from 11:30 to 1:30. New Advisors and all club officers are required to attend the orientation. However, all advisors are welcome to attend should you desire. This session is designed to ensure a smooth process during the year.

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: Carletta Middleton