ASPCC encourages Rock Creek students to organize based on like interests. If you are interested in creating a club at Rock Creek, please read the following information. ASPCC Rock Creek has made an effort to make chartering a club EASY! If your club follows the guidelines below, the process should be quick.

**CLUB CHARTER GUIDELINES:**

1. Club members must be students, faculty, or staff of PCC Rock Creek. **Students must be in good standing and enrolled in at least (6) credit hours.**

2. Each club must have a minimum of eight (8) charter members. Club member names must be listed on the attached Club Roster, including each member’s PCC email address.

3. Each club must designate a club advisor, who is either a staff or faculty member employed by PCC. If advisor suggestions are needed, please contact the Club & Programs Specialist (clubs.rc@pcc.edu, 503-614-7064).

4. Chartered clubs must have open membership and a non-discriminatory policy.

5. Each chartered club can appoint a representative to the ASPCC Student Congress. Tuition waivers are available for Club Representatives, however, positions are limited. Please visit the Clubhouse (Bldg. 3, Student Center) for details.

6. Each chartered club must complete the charter process for each academic year.

7. The Club Charter Application and Club Roster must be submitted to the Club & Programs Specialist or the Clubs Coordinator, both housed in the Clubhouse (Bldg. 3, Student Center).

**PROCESS**

1. Once the Club Charter Application and Club Roster have been submitted, the Director of Campus Affairs will review the information at the next ASPCC business meeting. The Student Congress meets weekly on Mondays at 3:30 p.m. in Building 3, Room 227.

2. The student club contact person or the club advisor should attend the ASPCC meeting when their club charter is on the agenda to answer any questions about the club.

3. Once a club is chartered, a club can elect or appoint a member as its Club Representative to the ASPCC Student Congress. A Club Representative Form must be submitted to the Club & Programs Specialist.
4. A chartered club is entitled to funding from the Student Congress. A minimal amount is awarded to each club to help them get started. Additional funds must be requested at the Student Congress meetings, prior to and in exchange for community service. Please visit the Clubhouse (Bldg. 3, Student Center) for Community Service Proposal Form.

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### CLUB CHARTER APPLICATION

**ASPCC ROCK CREEK**

**Student Coordinator/ Club Contact Person**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Phone:</th>
<th>PCC E-mail:</th>
</tr>
</thead>
</table>

**Club Advisor (PCC staff or faculty member)**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Phone:</th>
<th>PCC E-mail:</th>
</tr>
</thead>
</table>

**Club Purpose:**


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Do you plan to charge dues? Yes _____ No _____

If yes, how much per member and for what purpose?

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The undersigned representatives acknowledge that the approval of this charter application by the Student Congress is contingent upon the receipt of a member roster of eight or more students and completion of this form. If the charter is approved, the members agree to adhere to ASPCC policies and procedures, and all rules governing ASPCC clubs established by the State of Oregon and the Portland Community College Board of Directors.

_________________________  ____________________________
Student Club Coordinator Signature/Date  Club Advisor Signature/Date
Club Chartered on _____ day of __________ in 20___.

________________________________
Director of Campus Affairs Signature