



CLUB RESPONSIBILITY CONTRACT



As an MJC Club Advisor, I have attended 2021-2022 Club Training and understand that I am responsible for and agree to do the following:

Ensure all Yosemite Community College District, Modesto Junior College., MJC Campus Life, and ASMJC policies and procedures are followed.

Ensure any liability concerns have been addressed prior to approving club activities and functions.

Attend all club functions including, but not limited to, meetings, activities, and trips.

Ensure all required paperwork is submitted.

Ensure all club meetings take place at MJC in a Facility-assigned room.

Be a signature holder for all club expenditures and activities.

Ensure that all club paperwork has been completed and submitted within the allotted time frame. Event forms should be submitted a minimum of five weeks prior to any event or activity.

Ensure that all district facilities and property are used in accordance to district and campus policies.

Ensure that any purchases made on behalf of the club have been voted on during a sanctioned (i.e.: on-campus) meeting and are in accordance with district and campus policies and procedures.

Ensure that any off-campus activity that occurs on behalf of the club is in accordance with district and campus policies and procedures.

Ensure all students adhere to Standards of Conduct.

Read and review Campus Life Club Handbook

As an MJC Club Officer, I have attended 2021-2022 Club Training and understand that I am responsible for and agree to do the following:

Ensure all Yosemite Community College District, Modesto Junior College., MJC Campus Life, and ASMJC policies and procedures are followed.

Ensure all club members have the opportunity to participate in all club functions.

Ensure all scheduled meetings are in accordance with district and campus policies and procedures.

Ensure the club is represented at all ICC meetings.

Ensure all an up-to-date roster is on file with the Campus Life and Student Learning office.

Ensure that all club paperwork has been completed and submitted within the allotted time frame. Event forms should be submitted a minimum of five weeks prior to any event or activity.

Ensure that all district facilities and property are used in accordance to district and campus policies.

Ensure that any purchases made on behalf of the club have been voted on during a sanctioned (i.e.: on-campus) meeting and are in accordance with district and campus policies and procedures.

Ensure that any off-campus activity that occurs on behalf of the club is in accordance with district and campus policies and procedures.

Ensure all students adhere to Standards of Conduct.

Read and review Campus Life Club Handbook

I have read the above contract and understand what is required of me as an MJC club advisor.

Club Name: _____

Date : _____

Club Advisor (Print Name) _____

Club Advisor Signature _____

I have read the above contract and understand what is required of me as an MJC club officer.

Club Name: _____

Date : _____

Club Officer (Print Name) _____

Club Officer Signature _____