

# Start a Club – Spring 2026

Los Angeles Valley College | Associated Student Union (ASU)

## Start a Club Checklist

- Decide your club's purpose and goals
- Recruit at least 5 club officers
- Find a faculty or staff advisor
- Recruit additional members (10 total for ASU funding eligibility)
- Confirm members and officers have paid the Spring ASO fee
- Complete the New Club Chartering Application
- Complete the Club Advisor Acknowledgement Form
- Complete the Business Office Card
- Draft your Club Constitution using the sample outline
- Email [asu@lavc.edu](mailto:asu@lavc.edu) to add your club to the sign-up form
- Submit all forms early (before ICC agenda deadlines)

**ATTENDANCE REQUIRED:** A club representative must attend the scheduled ICC meeting. Clubs that are not represented will not be chartered and may need to wait for the next ICC agenda or until Fall 2026.

## Club Chartering Timeline

Step	What Happens
1. Submit Paperwork	Submit all required forms with enough time to be placed on the ICC agenda
2. ICC Agenda	Club is added to ICC agenda (posted 72 hours before meeting)
3. ICC Meeting	Club representative attends ICC meeting to request charter approval
4. Approval	ICC votes to charter the club
5. Club Active	Club becomes officially active and may access ASU funding (if eligible)

## Spring 2026 ICC Meeting Dates (Thursdays at 1:00 PM)

- February 12
- February 24
- March 12

Questions? Email [asu@lavc.edu](mailto:asu@lavc.edu)