

\* Club Name : \_\_\_\_\_

\* Short Name : \_\_\_\_\_ \* College : \_\_\_\_\_

\* Advisor Name : \_\_\_\_\_ \* Department : \_\_\_\_\_

\* E-Mail / Phone : \_\_\_\_\_

Club Officers :	Name (Print) :	Student ID :	Signature :
* President :	_____	_____	_____
* Vice President :	_____	_____	_____
* Secretary :	_____	_____	_____
* Treasurer :	_____	_____	_____
* ICC Rep. :	_____	_____	_____

**Other Members who will have access to e-mail account:**

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

*All fields with an "\*" are required for approval of club e-mail account.*

**E-mail Account Format:**

- Club e-mail accounts will use the format college.club.shortname. For example:

**sbvc.club.psychology@student.sbccd.net**  
**chc.club.psychology@student.sbccd.net**

**Agreement Guidelines:**

- Student club e-mail accounts will be deactivated at the end of the spring semester, and this form must be resubmitted before re-activation is allowed.
- Inter Club Council (ICC) can suspend a club e-mail account based on : **1) Inactive / Active Status. 2) Inappropriate content.**
- District and/or College can suspend a club e-mail account based on board policies and inappropriate use.
- Full responsibility for management of the club e-mail account is that of the club advisor.
- Only those listed and have signed above are allowed to access the club e-mail account, or be able to request support from the help desk.

**By signing, I hereby declare that I have read and agree to abide by the attached guidelines.**

**Note:** The guidelines and SBCCD policies relating to student e-mail can be access online at <http://student.sbccd.net/disclaimer.wssp> and district policies at <http://www.sbccd.org/BoardPolicies>.

\_\_\_\_\_  
**Club Advisor** \_\_\_\_\_  
Date

\_\_\_\_\_  
**ICC Commissioner** \_\_\_\_\_  
Date

\_\_\_\_\_  
**Coordinator of Student Activities** \_\_\_\_\_  
Date