



April 21, 2020

Greetings Clubs,

We hope this message finds you all well and staying healthy. We are reaching out to clubs who have been installed for the spring semester and clubs that would like to be installed with some great news. We are encouraging clubs to hold virtual meetings and events via Zoom/Google Hangouts as soon as they are installed! We know this is not the same as meeting in person, but if your club would still like to be active for the remainder of the semester, we have created this platform for you all to do so.

With this new process being put into place, please keep the following things in mind:

1. To hold a virtual meeting, you will need to submit a request to your advisor (who must be the host of the meeting)
2. Once the request has been approved by your advisor, please submit the time and day of your meeting to the Office of Student life: osl@smc.edu
3. Your advisor must be present at the meeting
4. You and your club must abide by the Student Conduct Code and ICC constitution
5. **Club spending and procedures remain the same. However, any in-person activities or events for the remainder of the academic year will be automatically denied**
6. Advisors need to be present for all virtual events
7. Event proposals must be submitted for ALL virtual events (excluding club meetings)

Please see below for some additional support being offered

- Student Life will highlight clubs having meetings.
- Please reach out to the A.S Director of Publicity (as.publicity@smc.edu) to assist you on how to publicize your meeting virtually.
- If you need some ideas of what kind of “events” you can host virtually, here is a great list to get you started: https://www.presence.io/blog/53-virtual-activity-ideas-to-keep-college-students-engaged-during-covid-19/?utm_source=Jodi&utm_medium=facebook-sa-pros&fbclid=IwAR3KUi5_LhjBKPZLOwWwGJLmelhng52zbF457mFk3q2x9wXwKIcQ8qev9o

ICC Meetings

- **We will be continuing to hold ICC meetings.**
- Agendas and minutes are posted in the AS website (<http://www.smc.edu/StudentServices/StudentLife/Pages/Agendas-and-Minutes.aspx>).
- **The next meeting is scheduled for Thursday, April 23, 2020 at 4pm via zoom.**
- Future ICC meetings (See Agendas & Minutes link above for individual meeting Zoom links)
 - May 7, 2020. 4pm
 - May 21, 2020. 4pm

Clubs that need to be installed

- If you have already submitted your complete paperwork, please attend the next ICC meeting to finalize installment
 - If you would like to install a club:
 - Complete the online Form
 - Club Registration

<https://forms.gle/JdPpcls8omTWDtYn8>
 - Club Continuation

<https://forms.gle/MPzs9xjTtYK7hKKN8>
 - Collect Electronic signatures
 - a. IPHONE: select document and download and use Notes, which allows for hand signatures.
 - b. MICROSOFT EDGE: click on "Add Notes."
 - c. GOOGLE: Google accounts - download app: DocHub
 - OTHER LINKS:
 - a. <https://www.businessinsider.com/adobe-scan-free-app-pdf-scanner-2017-6>
 - b. <https://pdf.wondershare.com/mobile-app/free-picture-to-pdf-app.html>
 - Submit complete Confirmation Page to osl@smc.edu
- Funding, Submission and Installment timelines

Submit Complete Club Registration Forms	Attend ICC Meeting	Receive % of Funding
---	April 9, 2020	Pending clubs at 100%
		New Clubs at 66%
April 10, 2020	April 23, 2020	66%
April 29, 2020	May 7, 2020	66%
---	May 21, 2020	0%

Sincerely,

I.C.C. Advisors