**TSO Club Chartering**

Student clubs can be founded by submitting a charter application to the TSO. The application form is available from the Secretary of the TSO Council. The minimum requirement calls for five (5) founding members – interested students with at least one of them ready and willing to assume a leadership position.

The TSO Council will notify the students, in writing or by email, of either acceptance or denial of a chartering application within one month of submission. If the chartering request is not approved, the TSO Council will provide a written explanation. If the club is provisionally approved, the TSO Council will provide a written explanation of steps necessary to complete the chartering process.

**Student Programs Mission**

By enriching student life through leadership opportunities, personal learning and cultural experiences, Student Programs is committed to building a pluralistic and diverse campus community that fosters creativity, innovation and student success. We empower our students to contribute to our community as better world citizens.

**Student Programs Vision**

- Reflect Our Core Values In All We Do
- Students Are At The Center Of All We Do
- Through Educational, Cultural And Personal Learning Experiences We Create An Environment Conducive To Personal Growth And Building Healthy Communities
- We Foster And Encourage Creativity And Innovation
- We Strive To Model Better World Citizens Through Pluralism, Professionalism And Leadership

**TSO CLUB CHARTERING APPLICATION**

Thank you for your willingness to be involved in a Student Program. Before you can start your exciting activities, please fill out the required information about your club.

**BASIC INFORMATION**

Name of the Club: ____________________________________________________________

Date: ______________________________________________________________________

Faculty/staff advisor name: TSO COUNCIL WILL ACT AS THE ADVISOR
Advisor's e-mail address: Whomever is the Secretary at the time
CLUB VISION, MISSION, AND GOALS

Specify the objectives that will support the Student Programs mission and help to attain the vision of the club.

How does your club’s Vision, Mission and Goals benefit the Bellevue College Telos students and/or community?

Five Founding members:

1. ____________________________________________________________________________________________________
   Name (printed), signature and date

2. ____________________________________________________________________________________________________
   Name (printed), signature and date

3. ____________________________________________________________________________________________________
   Name (printed), signature and date

4. ____________________________________________________________________________________________________
   Name (printed), signature and date

5. ____________________________________________________________________________________________________
   Name (printed), signature and date

By including the contact information below, these individuals’ names, phone numbers and e-mail addresses will hereby be added to the TSO database. The specific club membership list will be available for use by students who are interested in joining your club. Once they are added to the TSO database, they will receive TSO event/activity information. Each club is required to provide contact information so that both interested students and Student Programs staff may contact your club.
**MAIN CONTACTS**

The e-mail addresses below would be the main and secondary contacts for your club. One of these individuals may be designated as the “club contact”

**Main contact person: (please print) ______________________________________________________________**

Email address: ______________________________________________________________

Phone Number: ______________________________________________________________

**Secondary contact person: ______________________________________________________________**

Email Address: ______________________________________________________________

Phone Number: ______________________________________________________________

I have read, understand and agree to the ASBC Club/Programs Policies and Procedures. Further, I have read, understand and agree to the ASBC Code of Ethics. I understand that club members must follow the ASBC Club/Programs Policies and Procedures as well as the ASBC Code of Ethics. In addition, I agree that the club is subject and will adhere to the ASBC Constitution, ASBC By-Laws, ASBC Financial Code, ASBC Code of Ethics and all other applicable BC Policies and Procedures.

I understand that if our club is found to be in violation of any of the policies, rules and procedures contained in the aforementioned documents, it will face punitive action including but not limited to: warning, probation, revocation.

I, acting on behalf of said club, do hereby agree to the above.

__________________________
Signature

__________________________
Date

Approval by the TSO Council

__________________________
Signature and title

__________________________
Date

**Reserving a Room**

**For meetings only:** Reserve your room through Chris Steele; her email address is c_a_steele@msn.com. Rooms are available on a first-come first-serve basis, and must be set up a quarter in advance.
How to have a Successful Meeting

- Group members should understand the meeting’s purpose and pool their knowledge
- If you are facilitating the meeting, come prepared
  - Have an agenda
  - Know the purpose of and what you hope to accomplish at the meeting
  - Have done your research
- Practice good meeting etiquette
  - Arrive on time
  - Avoid unnecessary interruptions (turn-off your cell phone)
  - Be aware of the time and keeping moving through the agenda
  - Don’t hold side conversations during the meeting
  - Stay until the end or let the group know at the beginning of the meeting that you have to leave early.
- Practice good communication skills
  - Listen carefully
  - Be courteous
  - Respect opinions
  - Consider suggestions
  - Express yourself clearly
  - Summarize as needed
  - Include everyone
  - Offer suggestions
- Close the meeting by:
  - Tying up loose ends
  - Assigning follow-up assignments
  - Summarizing the decisions made at the meeting
  - Schedule the next meeting

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Bellevue College Disclaimer

By recognizing a club, the college does not assume responsibility for the club’s actions or activities; nor does it imply the college in any way endorses the club’s stated aims, objectives, policies or practices. Clubs may not lend their name to non-college groups for the purpose of procuring college facilities or services for non-college events. A club may not use the college name without the express written authorization of the college, except to identify its institutional recognition.