

## **The College of Humanities & Social Sciences (H&SS)**

### **H&SS Inter-Club Council Registration Checklist Spring 2024**

Please have all the requested materials from steps 3-6 merged into a single PDF file and emailed to the Director of Administration at [doa.hss.icc@gmail.com](mailto:doa.hss.icc@gmail.com) by 11:59 PM on Thursday, February 1<sup>st</sup>, 2024. Once the Fall registration deadline closes, interested clubs must wait until the Spring semester to be part of the H&SS Inter-Club Council, so thank you for submitting your documents by the deadline.

#### **Returning Clubs/Organizations**

Step 1: Make sure you are registered through Student Life and Leadership (SLL) Office

Step 2: Complete the [Spring 2024 H&SS Registration Form](#)

Please fill out each section (Club, Council Representative, Advisor, Department Chair/Program Director) of the online form. This information is only made available to the ICC executive board and will not be shared, sold, or distributed outside this council. Phone number is only to be used in case of emergencies.

Step 3: Print out your Spring 2024 class schedule and write your name and campus-wide identification (CWID) at the top of your schedule. Then scan or take a photo of your Spring 2024 class schedule that has your name and CWID on the document. All H&SS ICC representatives and alternatives must submit this information and they must be an HSS major.

Step 4: Letter of support from the organization's advisor and department chair/program director. This letter must include students' full name and CWID and state that they are in good academic standing. Letter of support can be one letter with electronic signatures from both the advisor and your department chair/program director.

Step 5: Submit a club roster showing that at least 75% of your members are H&SS students. The roster must include the student's name, major, and total percentage of HSS students in your organization. Alternatively, you may request a letter from your advisor that states your membership is comprised of 75% H&SS students. Letter MUST be printed on official CSUF letterhead and signed electronically.

#### **New Organizations**

Complete steps 1-5 from above. If your organization was not a registered member of the H&SS ICC during the last semester, your organization is considered a new organization.

Step 6: Write up a brief ½ - 1 page explanation (Times New Roman, 12-point font, single space) as to why you would like to sit on the council and how you will contribute to the value of Humanities and Social Sciences. The information from the write-up will later be presented to the council, and new memberships will be voted on February 8th. Please ensure a representative is present for the Friday, February 8th meeting from 11:00AM – 1:00PM. Meeting details to be announced as the date approaches.