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

**H&SS Inter-Club Council Registration Checklist**

Please have all of the requested materials from steps 3-6 merged into a **single PDF file** and emailed **by 5pm on** **Friday, January 29, 2021** to the HSS ICC Director of Administration at [doa.hss.icc@gmail.com](mailto:doa.hss.icc@gmail.com). Once the spring registration deadline closes, interested clubs must wait until the fall semester to register and be part of the H&SS Inter-Club Council.

**Returning Clubs/Organizations**

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

Step 2: Complete the [H&SS ICC Online Registration Form](http://fullerton.qualtrics.com/jfe/form/SV_3fnImkNGKjFyhRX)

\*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 E-board and will not be shared, sold, or distributed outside of this council. Phone number is only to be used in case of emergencies.

Step 3: Print out your spring 2021 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 2021 class schedule that has your name and CWID on the document. All H&SS ICC representatives and alternates 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. [Download the sample letter.](http://hss.fullerton.edu/students/icc/icc_docx/SAMPLE_Letter_of_Support_for_Advisors_and_Department_Chairs.docx)

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 fall 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 members will be voted on February 5, 2021. Please ensure a representative is present for the February 5 meeting from 11am-1pm. Meeting details will be announced as the date approaches.