



The College of Humanities & Social Sciences (H&SS) H&SS Inter-Club Council Registration Checklist Spring 2023

Please have all of the requested materials from steps 2-4 (returning clubs) and steps 2-6 (new clubs) merged into a **single PDF file** and emailed by **noon on Thursday, February 2, 2023** to the HSS ICC Director of Administration at doa.hss.icc@gmail.com. Once the Spring registration deadline closes, interested clubs must wait until the following Fall semester to register and be part of the H&SS Inter-Club Council.

Returning Clubs/Organizations

Step 1: Complete the Spring 2023 [H&SS ICC Online 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 or distributed outside of this council.

Step 2: Print out your Spring 2023 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 2023 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 3: Letter of support from the organization's advisor and department chair/program director. This letter must include students' full name, 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.](#)

Step 4: 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 (this information can be included in Step 4 letter). Letter MUST be printed on official CSUF letterhead and signed electronically.

New Organizations ONLY

Complete Steps 1-4 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 5: Register through Student Life and Leadership (SLL) Office by November 30, 2022 (for new spring 2022 clubs) or by August 31, 2022 (for active SLL clubs).

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 HSS. The information from the write-up will later be presented to the council by your student organization, and new memberships will be voted on Friday, February 3. Please ensure a representative is present for the **Friday, February 3 meeting from 11am-1pm**. Meeting details to be announced as date approaches.