



December Newsletter

NVC Club and Organization Advisors and club members

Provided by Victoria Estrella, Coordinator of Student Life x3061

How are you?

I want to wish you and your family a wonderful holiday season. Have fun picking out the Christmas Tree or even when you are hanging lights around your place. I know some of you have a huge snowman in your front yard. The stress is high right now. Try to eat a full meal at least once a day and sleep when you need to. You will thank yourself later.

For December-Victoria's Top 10 things you need to know:

10. **NVC Campus Closed**

December 24 through January 4. The campus will reopen on Monday, January 7.

Spring Classes start Wednesday, January 23

9. **Share your NVC Club Trust Account Statements**

Club Advisors are the ones who will receive the club trust account statements. Make sure you share the statements with your club treasurer.

8. **Flex Credit for being a Club Advisor**

Full time faculty can count club advising towards bankable flex credit.

7. **Monday, December 10 is the last day to turn in Request for Reimbursement. Mark your calendar.**

If you have club members that want to be reimbursed before winter break, remind your club treasurer to complete the request by Mon. Dec. 10. Paperwork turned in after Dec. 10th will not be completed until January 11. Remember, **MUST HAVE** original receipts.

6. **December Inter-Club Council meeting.** We are having great attendance. Thank you!

Date: Thursday, December 13

TIME: 12:30-1:30

PLACE: Student Lounge

Advisors do not need to be present.

*Remind clubs if they cannot make it to the meeting, to send club reports to Christopher Hagerman christopherhagerman@vzw.blackberry.net. Christopher would prefer if clubs read the agenda more sending in a report.

*The following clubs \$250 funding proposal will be voted on at the next meeting:

SHPE

Phi Theta Kappa

Tennis Club

Resp. Therapy 2008

CHA

5. **Club Trainings-The following clubs have been trained**

- SMPTE
- Puente
- Vertigo Club
- Parent Club
- Ballet Folklorico
- A.D.N 07
- Chess Club
- SHPE
- NVC Track Club

December 30 minute Club Officer/Advisor Trainings open times. Sign up today!

- Tues. Dec. 11, any time between 3pm-7pm
- Wed. Dec. 12, any time between 9am to 4pm
- Thurs. Dec. 13, any time between 3pm-5pm

4. **Show up.**

Club officers and Club Advisors need to be present at Club meetings
Club Advisors are required to be present at business parts of Club Meetings. Clubs are encouraged to have two advisors to help share the load of attending the club meetings. IF YOU CANNOT ATTEND CLUB MEETINGS AT ALL, PLEASE RESIGN. Club members are expecting their advisor to be present and be a mentor to them.

3. **Speak Up**

Next time you are at a club meeting, say something. Share an idea or story that could help your students get motivated or refocused. They will appreciate it.

2. **Advertise your club events with Betty Malmgren, Community Relations**

Betty Malmgren, the Community Relations Director, is the person on campus who posts campus events on the Main NVC Web site. Let her know in an advance. You will be surprised. It can help your event. She can be reach at bmalmgren@napavalley.edu or 253-3372.

1. **Check your emails**

It is 2007 and majority of information is sent through email. The ASB Office communicates to clubs through email. Lead by example. Check your email and your students will check theirs. Also encourage them to follow up showing they have read your email.

Great work everyone! Thank you and Happy Holidays!



February Newsletter

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How are you? Welcome back! Our theme in the ASB Office is “Quality over Quantity”. As you plan events and gather students for meetings, think about how you spend your time. Planning one great event is perfect! Aim to get everyone involved. Call me or stop by if you have questions. Happy Valentines Day and Black History Month!

Spring Semester Inter-Club Council meeting schedule (Only 4 mtgs. this semester!)

- Thursday, February 28, 12:30, Student Lounge
- Thursday, March 13, 12:30, Student Lounge
- Thursday, April 10, 12:30, Student Lounge
- Thursday, April 24, 12:30, Student Lounge “End of the Year Club Luncheon”

Advisors do not need to be present.

*Remind clubs if they cannot make it to the meeting, to send club reports to Christopher Hagerman christopherhagerman@vzw.blackberry.net. Christopher would prefer is clubs read the agenda more sending in a report.

Spring CLUB RUSH

Wednesday, February 13th from 11am to 12:30, Quad
and Thursday, February 14th from Noon to 1:30, Quad.

Details: Spring CLUB RUSH is the event on campus where NVC Student Clubs set up tables in the quad to recruit new members and fundraise.

As of today, Feb. 5, Noon, the following clubs HAVE signed up for a table at CLUB RUSH:

Parent Club

AJ Club

BSU

Video Game Club and Anime

Puente

Ballet Folklorico

SRB

CHA

RT 08 and 09

Phi Theta Kappa

The following clubs HAVE NOT signed up for a table

SMPTE

Chess Club

NVC Tennis Club

MESA

SATv

SACNAS

Club Vertigo

SHPE

Potter’s Guild

Business Club

Pamana Club

Please sign up by Friday, Feb. 8

Mark your Calendar! 7th Annual African American Celebration Dinner and Black and White Ball.

Sign up to volunteer or attend!

Date, time and place:

Thursday, February 28th from 6pm to 10pm at the Napa Valley College Cafeteria.

Details: This year's entertainment will include a formal sit down dinner and Black and White Ball with a live D.J.. Formal attired is requested. Please no jeans or sneakers. The dinner is free and open to the public. This event always sells out. Reservations are encouraged. To make reservations, contact the ASB Office at (707) 253-3060.

**Is your club planning to travel this Semester? Maybe to a Conference? Tournament?
Will you be using club funds? VERY IMPORTANT**

Make sure your students and yourself complete the Napa Valley Community College District
"Request for Travel/Conference Expense Approval" and Travel Advance Withdrawal of Funds
Form 3 weeks before the trip. Forms are located in the ASB Office

Check List for Changes in Your Club

__ Complete and turn in the Mid-Year Changes Form by: March 1, document is attached to email

*EVERY CLUB MUST elect a president, treasure and inter-club council rep.

__ Request a classroom for Club Meetings Form by: ASAP, visit ASB Office
