

ANNUAL CLUB & ORGANIZATION CHARTER FORM

Read the instructions & information before completing this form

I. CLUB NAME. _____

II. CLUB ADVISOR(s) _____
Each advisor for the above named club must complete & submit the separate Club/Organization Advisor Information form

III. CLUB OFFICERS. *Club officers for the current academic year. CWID is mandatory.*

President _____ CWID _____ Cell # _____

Vice-President _____ CWID _____ Cell # _____

Secretary _____ CWID _____ Cell # _____

Treasurer _____ CWID _____ Cell # _____

IV. CLUB FINANCES. *All clubs are required to have all financial accounts on campus in a: **A** agency index **OR B** department fund.*

A. Club's Index Fund/Account name & # _____

B. Organization/Department name on club index fund _____

C. Organization/Department fund name & # _____
(i.e. Cadet Activities 123456)

V. CLUB WEBSITES/SOCIAL NETWORKS. *All club websites & social networks listed in this section will be included on the club/organization sheet for easy access.*

VI. CLUB MEETINGS. *Official club meetings should be reserved through the EMS system for review.*

When (day/time) _____ Location _____

Frequency: *weekly: monthly: other* _____ EMS reservation # _____

VII. DUES. Cost _____ will cover _____

Frequency: *monthly: per semester: annually: other* _____

VIII. PURPOSE/STUDENT LEARNING OUTCOMES

What is the reason for your club? What are your members to gain from membership? What will your members take away from being a member of your club? *If more space is needed, complete your answers on a separate page & submit with this charter.*

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XI. REQUIREMENTS TO BE A MEMBER OF THIS CLUB.

XII. POWERS AND DUTIES OF CLUB OFFICERS

President

Vice-President

Secretary

Treasurer

XIII. CLUB PATCH. Does your club have a previously approved patch? ★ *List requirements for members to receive and wear the club patch.*

★ If your club or organization wishes to submit a patch request, refer to the *Club & Organization Handbook* for requirements and instructions.

XIV. CLARIFICATIONS AND OTHER INFORMATION REGARDING THIS CLUB/ORGANIZATION

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XV. MEMBERSHIP ROSTER. *Should your club have more than 50 members, submit their names and student type on a separate Excel sheet with this charter document.*

| | Last name - First name | student type * |
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| | Last name - First name | student type * |
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* Please note what type of student. **Cdt** – Cadet | **DS** – Day Student | **VS** – Veteran Student | **GS** – Graduate Student