

Annual Club & Organization Charter Form

I. CLUB NAME. _____

II. CLUB ADVISOR(s). _____

Each advisor for the above named club must complete & submit a separate Club/Organization Advisor Information Form.

III. CLUB OFFICERS. *Club Officers/Leaders for the current academic year. CWIDs are 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 an **A** agency index fund **OR B** department fund. **REQUIRED.***

A. Club Index Fund. Name of Account _____

Account # _____ Department on Account _____

B. Department Fund. Dept. Name _____ Account # _____

V. DUES. Cost \$ _____ will cover _____

Frequency ___ weekly; ___ monthly; ___ annually; ___ other _____

VI. CLUB WEBSITES/SOCIAL NETWORKS.

VII. CLUB/ORGANIZATION MEETINGS.

When (day of week & time) _____ Location _____

Frequency ___ weekly; ___ monthly; ___ annually; ___ other _____

VIII. PURPOSE/STUDENT LEARNING OUTCOMES. *What is the purpose of your club? What will your members gain from membership? What will your members take away from club membership?*

Annual Club & Organization Charter Form

IX. MEMBERSHIP REQUIREMENTS. *What is required to be a member of our club?*

X. POWERS AND DUTIES OF CLUB OFFICERS/LEADERS.

President

Vice-President

Secretary

Treasurer

XI. CLUB PATCH. *Does your club have a previously approved path?* ____ yes ____ no

List requirements for members to receive and wear the club patch.

XII. OTHER INFORMATION REGARDING THIS CLUB/ORGANIZATION

Annual Club & Organization Charter Form

XIII. MEMBERSHIP ROSTER. *If not a cadet, list type of student (**V** – veteran; **AD** – active duty; **GS** – graduate student; **DS** – day student)

	Last name - First name	Type *
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		

	Last name - First name	Type *
31		
32		
33		
34		
35		
36		
37		
38		
39		
40		
41		
42		
43		
44		
45		
46		
47		
48		
49		
50		
51		
52		
53		
54		
55		
56		
57		
58		
59		
60		

If your club have more than 60 members, submit their names and student type on a separate Excel sheet along with this charter form.