**Club Account Procedures**

**Exhibit A – Request for Establishment of a New Club**

|  |  |
| --- | --- |
| **Club Name:** |  |
| **Faculty/Staff Advisor’s Name:** |  |
| **Initial # of Members:** |  |
| **Description of Club:** |  |
| **Description of Anticipated Activities:** |  |
| **Printed Name & Signature of Student 1:** |  |
| **Printed Name & Signature of Student 2:** |  |
| **Printed Name & Signature of Club Advisor:** |  |

**Approval**

|  |  |
| --- | --- |
| VP Student Affairs |  |
| Fiscal Office |  |
| Cabinet |  |

**Club Account Procedures**

**Exhibit B – Request for Re-certification of a Club**

|  |  |
| --- | --- |
| **Club Name:** |  |
| **Faculty/Staff Advisor’s Name:** |  |
| **# of Members:** |  |
| **Description of Club:** |  |
| **Description of Activities During Past Year:** |  |
| **Printed Name & Signature of Club Advisor:** |  |

**Approval**

|  |  |
| --- | --- |
| VP Student Affairs |  |
| Fiscal Office |  |
| Cabinet |  |