

New Club Application



Please complete, print, obtain advisor's signature & submit this form to the Office of University Student Affairs/COMP-Northwest Student Affairs by the first Monday after Winter break.

◆ New applications will be considered once a year ◆

1) What is the suggested name for the new club?

2) What is the mission statement of the club?

3) What are the top five goals for this club in the coming year?

4) What are the top three goals for this club beyond this year?

5) What kinds of community and/or WesternU service events do you anticipate the club would coordinate?

On which Campus will your club be based?

Lebanon, OR

Pomona, CA

If Lebanon, is there an active sibling club on the Pomona campus?

Yes

No

If yes, what is the name of the sibling club?

Lebanon Clubs: Please note, if your Pomona sibling club is affiliated with a national/regional organization, do not contact the organization directly. Instead, contact the president of your sibling club to obtain the bylaws and/or constitution.

Petitioner's Initials

6) Would the club be a chapter of a national or regional organization?

Yes

No

If yes, what is the name of the organization?

If yes, I have reviewed and attached the national/regional organization's bylaws and/or constitution.

Petitioner's Initials

If approved:

7) The Club President will be:

(Must be an on-campus student)

Full Name

Program

Grad Year

8) The Club Treasurer will be:

(Must be an on-campus student)

Full Name

Program

Grad Year

9) The Club Advisor will be:

Full Name

Department

10) The club will be entitled to coordinate events, hold meetings and use/reserve WesternU facilities and services using the club room reservation form.

Petitioner's Initials

11) The club will not exclude students from membership or participation based on race, gender, sex or any other such criteria.

Petitioner's Initials

12) The club will be permanently recognized by the University unless such standing is revoked for failure to adhere to the requirements outlined in the Student Leader Handbook/Student Body Bylaws/Student Body Constitution, or for inappropriate conduct.

Petitioner's Initials

13) The officers of this club will maintain a single bank account with the WesternU business office. I agree that this club will not have an off-campus bank account or "cash box".

Treasurer's Initials

14) The Club Treasurer will be responsible for attending all required meetings with the SGA Executive Treasurer, maintaining records for all financial transactions, and signing the annual Certificate of Organization funds.

Treasurer's Initials

15) The Club President will be responsible for submitting a completed club annual report and related documents when requested. The Club President will also be responsible for attending monthly Club President's meetings.

President's Initials

Faculty Advisor (Signature indicates your willingness to be the club advisor if approved) Date

Student Petitioner's Name (Please Print) Date

Student Petitioner's Program (Please Print) Year of Graduation

SUBMIT TO UNIVERSITY OR COMP-NORTHWEST STUDENT AFFAIRS

FOR OFFICE USE ONLY:

(1) STUDENT ORGANIZATION COMMITTEE (SGA CLUB COORDINATOR) DATE

(2) COLLEGE DEAN (IF REQUIRED) DATE

(3) VP FOR ENROLLMENT MANAGEMENT & UNIVERSITY STUDENT AFFAIRS DATE

E-MAIL DISPLAY NAME CLUB@WESTERNU.EDU
E-MAIL ADDRESS

FUND NUMBER .PRINT/WESTERNU____

COPY USERNAME/CODE