

WesternU

New Club Application

The Office of University Student Affairs (USA), the Student Organization Committee (SOC) and a volunteer group of Club Presidents review applications once per year in early January.

For consideration, complete the application below and submit it to University Student Affairs/WesternU Oregon OSA.

Deadlines:

**By November 15, 2023 | Schedule a Meeting with USA
December 1, 2023, at 1:00 p.m. | Application Due (Page 1-6)**

Before completing this application:

1. Review the list of University recognized clubs. If a club with a similar mission to your proposed club exists, then you are strongly encouraged to partner with the existing club's leadership. [Clubs: Searchable Listing of all Student-Led Clubs \(westernu.edu\)](#)
2. If proposing a program-specific club then you are required to meet with your College Student Affairs Professional before completing this application.
3. Review the [Student Leader Handbook](#).

For your convenience, we have outlined the application process below:

1. Complete the application PAGES 1-5.
2. Collect the minimum number of signatures on PAGE 6.
 - a. The signatures on this page must be of students who agree to join if approved.
 - b. If you would like to table on the Esplanade or at the WesternU Oregon campus for signatures, please contact studentaffairs@westernu.edu two weeks prior to the deadline.
3. Contact studentaffairs@westernu.edu in Pomona or studentaffairsor@westernu.edu in Lebanon before the deadline to schedule a meeting to discuss and submit. (no drop-offs or emailed applications without a prior meeting)
 - a. Late applications will not be considered until the following year. No exceptions!
4. The Student Organization Committee (SOC) and the Club Council Chairs will meet in February to review your application and vote on its approval.
 - a. You are required to give a brief presentation (two minutes).
5. Your college dean will review and sign the application for program-specific clubs.
6. If requested, meet with Dr. Beverly Guidry, Senior Vice President for University Student Affairs.
7. Final decisions are typically made in February/March and USA will notify the applicant(s) and advisor(s). These decisions can be delayed if there are additional department consultations needed.

WesternU New Club Application

Please submit this form to the Office of University Student Affairs/WesternU Oregon University Student Affairs.
USA: studentaffairs@westernu.edu | 909-469-5340 or COMP-Northwest: studentaffairsOR@westernu.edu | 541-259-0209

◆ New club applications are only considered once a year ◆

The Student Petitioner listed below will be the point of contact for this application.

1) Student Petitioner's Name:

2) Student Petitioner's E-mail Address:

3) What is the suggested name for the new club?*

*If approved, your club name may be edited by the office of University Student Affairs for consistency or clarity.

4) What is the suggested acronym for the new club?

5) What is the mission statement of the club?

6) What makes your proposed club unique compared to the other clubs on campus?

See list of all clubs: [Clubs: Searchable Listing of all Student Led Clubs \(westernu.edu\)](#)

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

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

9) What kinds of community and/or WesternU service events do you anticipate coordinating?

If approved, how does your club plan to meet the four club learning outcomes?

Communicate clearly and effectively with individuals from diverse background

Demonstrate compassion, respect, and value of diversity while serving patients, clients, and their families

Collaborate effectively with peer and interdisciplinary teams to provide service to the community

Develop leadership skills through collaborative goal-setting and project management.

Note: you will be required to report on these four club learning outcomes in the club's annual report (Due every January)

10) On which campus will your club be based? Lebanon, OR Pomona, CA

Is there an active sibling club on the alternate (i.e., Pomona or Lebanon) campus? Yes No

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

Sibling Clubs: Please note, if your sibling club on the alternate campus 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.

11) Will 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.

Yes No

12) If part of a national or regional organization, please list any known benefits or incentives offered to local chapters. This could be in the form of scholarships, travel money, awards, conferences, etc.

Petitioner’s Agreement (if approved):

13) 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	
14) The club will not exclude students from membership or participation based on race, gender, sex or any other such criteria.	Petitioner’s Initials	
15) 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	

President’s Agreement (if approved):

16) The club will adhere to the WesternU club bylaws unless superseded by national/regional bylaws.	President’s Initials	
17) The club President will be responsible for submitting a completed club annual report and related documents when requested.	President’s Initials	
18) The club President will also be responsible for attending Club President’s meetings.	President’s Initials	
19) The club will meet the annual club operating criteria as outlined in the Student Leader Handbook and Club Bylaws or risk being dissolved.	President’s Initials	
20) The club must have a president, treasurer, and advisor at all times	President’s Initials	
21) The club must maintain the required minimum number of members.	President’s Initials	
22) The club must meet minimum club operating criteria each leadership term (February to January).	President’s Initials	

Treasurer’s Agreement (if approved):

23) The officers will maintain a single bank account with WesternU’s University Financial Services and Treasury. I agree that this club will not have an off-campus bank account or cash box.	Treasurer’s Initials	
24) 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	

If approved:

25) The Club President will be:

Required

Must be an on-campus (i.e., not on rotations) student for the full term – Feb to Feb

Full Name	Program	Grad Year

26) The Club Treasurer will be:

Required

Must be an on-campus (i.e., not on rotations) student for the full term – Feb-January

Full Name	Program	Grad Year

27) The Club Vice-President will be:

Optional

Should be an on-campus (i.e., not on rotations) student for the full term.

Full Name	Program	Grad Year

28) The Club Secretary will be:

Optional

Should be an on-campus (i.e., not on rotations) student for the full term.

Full Name	Program	Grad Year

29) The Club Advisor will be:

Required

Full Name	Department

The Club Co-Advisor will be:

Optional

Full Name	Department

Faculty Advisor Name (Please Print)	Advisor's Signature	Date
Faculty Co-Advisor Name (Please Print)	Advisor's Signature	Date
Student Petitioner's Name (Please Print)	E-mail Address	Date
Student Petitioner's Program (Please Print)	Year of Graduation	

FOR OFFICE USE ONLY:

<input type="checkbox"/> APPROVE <input type="checkbox"/> DENY	_____ %APPROVED _____ %DENIED STUDENT ORGANIZATION COMMITTEE (SOC) DECISION	_____ DATE
REASON FOR DENIAL:		
<input type="checkbox"/> APPROVE <input type="checkbox"/> DENY	_____ SIGNATURE: COLLEGE DEAN (IF APPLICABLE)	_____ DATE
REASON FOR DENIAL:		
<input type="checkbox"/> APPROVE <input type="checkbox"/> DENY	_____ SIGNATURE: SENIOR VP FOR UNIVERSITY STUDENT AFFAIRS	_____ DATE
REASON FOR DENIAL:		
E-MAIL DISPLAY NAME:	FUND NUMBER:	
E-MAIL ADDRESS:	CLUB@WESTERNU.EDU	COPY CODE: .PRINT/WESTERNU

Would you join this club if approved?

Minimum Signature and E-mail Addresses Required: 30 for Pomona and 15 for COMP-Northwest

By signing below, you are indicating that you would **like to become a member** of the **pending club** mentioned below. If the minimum interest is met and the club is approved, you will be contacted by the club leaders with further details.

Club Name: _____

	Name	WesternU E-mail	Program	Grad Year
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Pages 1-6 must be submitted to USA by the deadline.