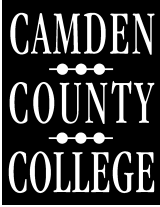




Office of Student Life & Activities
Otto R. Mauke Community Center, Room 200
Blackwood, NJ 08012
(856)227-7200, Ext.4282

New Club Guidelines

1. Guidelines for students interested in starting a new club:
 - a) Obtain from the Student Life & Activities Office a “new club” request packet.
 - b) A new club must have 15 interested members who have completed a membership form.
 - c) Clubs will be student – managed by interested student leaders. The Office of Student Life & Activities will assist new club members with any questions or directions that a new club may have.
 - d) New clubs as of September 2012, need to participate or coordinate one community service activity for the 2017-2018 year.(i.e. MLK Day, club activity)
 - e) All new club packets must be submitted to the Office of Student Life & Activities (OSLA) by October 3, 2017.
 - f) The new club will receive a notice of denial or approval and activation for the academic year as soon as possible after the appropriate paperwork is completed, and no later than November 1, 2017.



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NEW CLUB REQUEST FORM

This form must be completed to request formation of a new club. The form must be submitted by October 1 for Fall or February 1 for Spring along with at least fifteen (15) Club Membership Forms (green) in order for a club to initiate a request for activation and funding. This form is for clubs not previously chartered. Completed forms must be turned in to the Office of Student Life & Activities, Otto R. Mauke Community Center, Room 200.

Academic Year: _____ **Date:** _____

Club Name: _____

Purpose of the Club:

Number of Students Interested in Club Membership: _____ (minimum of 15 required)

Club Membership Forms (green) attached? ___ Yes ___ No

Name of Student Submitting Request: _____

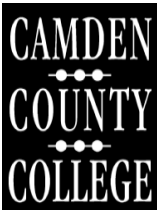
Student's Daytime Phone Number: _____

Club Leader Email Address: _____

ID# of Student Submitting Request: _____

Signature of Student Submitting Request: _____

Please Note: If this request is honored by the Student Government Association to additional information will be required to be submitted.



Club Check-off Sheet

This check-off sheet is designed to help expedite the process of club activation and budget approval. Please utilize this check-off sheet to ensure that all necessary documents are completed and submitted to the Office of Student Life & Activities, Otto R. Mauke Community Center, room 200.

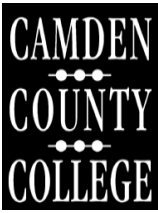
1. _____ Club Activation Request Form (existing club) or New Club Request Form
2. _____ 15 Club Membership Forms attached (blue form)
3. _____ List of club officers (include title)
4. _____ Detailed proposed budget
5. _____ List of club goals for the academic year (please attach)
6. _____ Listing of Club Meeting Dates (mandatory of **3** club meetings per semester)

Fall Meeting dates 1. _____ 2. _____ 3. _____

Spring Meeting dates 1. _____ 2. _____ 3. _____

Date Submitted _____ by _____

Date Received _____ by _____



DETAILED CLUB BUDGET

CLUB NAME _____

REQUEST	DETAIL	AMOUNT
TOTAL		

BUDGET ALLOCATION _____