

OFFICE OF STUDENT LIFE & ACTIVITIES
Otto R. Mauke Community Center, Room 200
Blackwood, NJ 08012
(856)227-7200, Ext.4282

CLUB ACTIVATION REQUEST FORM

This form must be completed each academic year and submitted by October 3 for the Fall or February 1 for the 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 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: _____

Number of Club Members: _____ (minimum of 15 required)

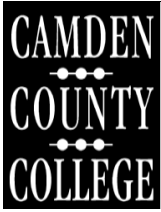
Club Budget Request \$ _____ (maximum of \$500 per semester)

Name of Person Completing Form: _____

Signature: _____ **Date:** _____

Please Note: In order for the Student Government Association to approve expenditures for a designated club, the following must be provided:

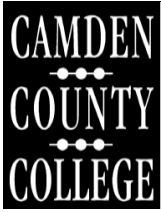
1. At least 15 Club Membership Forms (Blue)
2. A detailed outline of how budgeted funds will be spent
3. A list of club goals for the academic year
4. A list of club meeting dates. (Each club must meet at least 3 times per semester.)
5. A list of club officers



SGA Sample Detailed Club Budget

ABC Club Budget

Office supplies	Paperclips, tape, stapler, poster board, highlighters, pens, photo development, etc.	\$25.00
T shirts for members		\$150.00
Food for reception after induction		\$25.00
Total		\$200.00

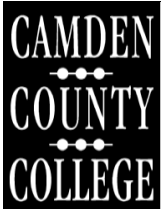


DETAILED CLUB BUDGET

CLUB NAME _____

REQUEST	DETAIL	AMOUNT
TOTAL		

BUDGET ALLOCATION _____



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 (green 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 required)

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

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

Date Submitted _____ by _____

Date Received _____ by _____