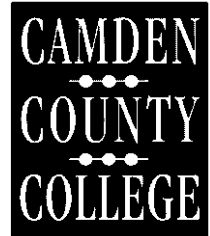


OFFICE OF STUDENT LIFE & ENGAGEMENT
Otto R. Mauke Community Center, Office 202A
Blackwood, NJ 08012
(856) 227-7200, Ext. 4374



RETURNING CLUB REACTIVATION REQUEST FORM

This form must be completed each academic year and submitted by September 30th for the Fall or February 1st for the Spring along with at least fifteen (15) Club Membership Forms online 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 Tammy Timbers at timbers@camdencc.edu

Academic Year: _____ **Date:** _____

Club Name: _____

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

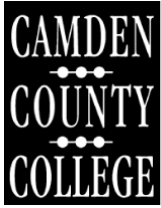
Club Budget Request \$ _____ (maximum of \$250 per semester)

Name of Person Completing Form: _____

Signature: _____ **Date:** _____

Please Note: In order for the Office of Student Life & Engagement to approve expenditures for a designated club, the following must be provided:

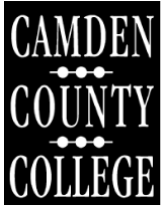
1. At least 15 Club Membership Forms (online)
2. A detailed outline of how budgeted funds will be spent
3. A list of club goals for the academic year
4. A list of club meeting dates. (Each club must meet at least 3 times per semester.)
5. A list of club officers



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

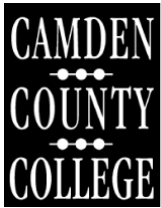


DETAILED CLUB BUDGET

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 & Engagement Otto R. Mauke Community Center, Office 202A.

1. _____ Returning Club Activation Request Form
2. _____ 15 Club Membership Forms (Online Forms)
3. _____ List of club officers (include student title and position in club/organization)
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 _____