

CLUB REQUEST FORM INSTRUCTIONS

If you are interested in starting a club at SUSOM, please fill out the attached form, and submit it to one of your SGA representatives (Class reps or a member of the SGA executive), to be reviewed.

The club will first be reviewed by the SGA. If it meets criteria, it will be passed on to administration for further review.

Note: Not all SUSOM clubs will receive funding from administration or from the SGA. The maximum amount of funding from administration is \$500 per calendar year, but not all clubs will receive this amount. In addition, the SGA may allocate funds to a club. The maximum amount from SGA will match any fundraising efforts from the club, but will be subject to a vote by SGA members.

Approval for funding will be based on the nature of the club and the nature of the events held by the club. For example, if a club plans on holding events only for the benefit of their members, chances of receiving funding will be lower than if the club is holding events that will benefit the entire school or the Saba community as a whole. This decision will be based on the discretion of the SGA and of administration. A club may submit a funding request form to the SGA at any time (at least 4 weeks before the event), and a decision will be made at the following SGA meeting.



FULL NAME OF CLUB



Mission Statement:

- PURPOSE OF CLUB

Vision:

- WHAT DOES YOUR CLUB INTEND ON DOING AROUND CAMPUS OR IN THE COMMUNITY?? (PROPOSED EVENTS, FUNDRAISING IDEAS, HOW OFTEN THEY MEET, MEMBER RECRUITMENT, ADVERTIZING, HOW TO KEEP THE CLUB GOING, WHO WILL BENEFIT FROM IT, IS THERE A FACULTY ADVISOR)

Elections Process and Positions Available

Duration of Term: HOW LONG ARE POSITIONS HELD

Method of Voting: HOW DOES YOUR CLUB DECIDE POSITIONS (IE: VOTE, NOMINATION, ETC) AND WHO IS INVOLVED IN THE DECISION (ALL MEMBERS? ONLY EXECUTIVE MEMBERS?)

Positions and Duties of the Executive Officers: (MUST HAVE THE FOLLOWING)

1. President:

** Please note, the club president is responsible for maintaining communication with the SGA, including providing an updated executive member list every semester, and informing the VP external of any upcoming events.

2. Vice President:

3. Treasurer:

4. Semester Representatives:





CURRENT CLUB EXECUTIVE MEMBERS

PRESIDENT:

VICE PRESIDENT:

TREASURER:

CLASS REPRESENTATIVES:

EX. PUBLIC RELATIONS:

EX. FUNDRAISING:

CURRENT CLUB MEMBERS:

PLEASE LIST CURRENT STUDENTS IN YOUR CLUB (IF POSSIBLE)