



CLUB OFFICER FORM

All clubs must submit officer information to Student Activities by midterm of the fall semester.

Club Name _____

Position	Name	Phone*	Email**
President			
Vice President			
Secretary			
Treasurer			
Student Senate Rep.			
Other:			
Other:			
Other:			
Other:			

Advisor's Signature _____

*At least one form of contact information is required. Email is preferred.

**By giving an email address the student grants permission to Student Activities to email him/her notices regarding club officer training, Student Senate announcements, Student Leadership Program announcements, service projects, and other club-related information.

FREQUENTLY ASKED QUESTIONS

Q: What if a position is listed that is not part of our club? For example Student Senate does not have a treasurer.

A: Put "n/a" for any positions that are not part of your club.

Q: What if we have a position that has not yet been filled?

A: Put "vacant" for positions that exist but are not filled at this time. Submit form again when vacant positions are filled.

Q: What if one of our officers is in two positions (for example, secretary/treasurer or vice-president/Student Senate representative)?

A: One student can fill more than one position if it is deemed to be in the club's best interest. List the student in both positions.