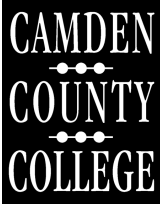




Office of Student Life & Activities  
Taft Hall, Office 302  
Blackwood, NJ 08012  
(856)227-7200, Ext.5088

## **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.
  - c) A College faculty member, adjunct faculty member or administrator must be willing to serve as the club advisor.
  - d) All new club packets must be submitted to the Office of Student Life & Activities (OSLA) by October 1 and February 1.
  - e) In order for the club to be approved and activated, the OSLA will request a recommendation from the dean or supervisor of the suggested club advisor, and will initiate a Student Club/Organization Advisor Recommendation Form.
  - 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.



# OFFICE OF STUDENT LIFE & ACTIVITIES

Office of Student Life & Activities  
Taft Hall, Office 302  
Blackwood, NJ 08012  
(856)227-7200, Ext. 5088

## 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, Taft Hall, Office 302.

**Academic Year:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Club Name:** \_\_\_\_\_

**Possible Advisor:** \_\_\_\_\_ **Ext.** \_\_\_\_\_

**Purpose of the Club: (describe in detail how you want to advertise about your 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:** \_\_\_\_\_

**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.