

Club & Organization Registration Checklist

Use this checklist to ensure you have everything you need before registering your student club or organization.



Name of Club or Organization					
Purpose					
How It Differentiates from Other Clubs on Campus					
Staff E-Board	Role	Name	E-mail	Phone Number	
	President				
	Vice-President				
	Secretary				
	Treasurer				
	Marketing				
	Any Other (optional)				
Five Individual Active Members	Name of 5 Members		E-mail		
	1)				
	2)				
	3)				
	4)				
	5)				
Advisor	Name		E-mail		
Advisor Signed Agreement					
Signed National Recognition Letter, if applicable					
Constitution for Your Club & Organization					