

IOE Handbook

2022-2023

Department of Student Activities

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The Inter-Organizational Council (IOC) Handbook provides a reference for Campbell University's clubs and organizations. The handbook is created to enhance communication between campus organizations and the Office of Student Activities. Clubs and organizations are an important part of Campbell University. Students are encouraged to be involved in campus organizations and to charter new organizations to further develop the campus community.

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REQUIREMENTS OF CAMPUS ORGANIZATIONS

All campus organizations must meet certain requirements in order to assemble on campus and to be eligible for other privileges granted to approved clubs and organizations. All mandatory IOC meetings are on the following Wednesday evenings at 4:00pm in the Student Union Theater. A representative from each club must be present to maintain their club's status.

2022-2023 IOC MEETINGS FALL SEMESTER

August 31
September 28
October 26
November 30

SPRING SEMESTER

January 25
February 22
March 29
April 26

SPECIAL DATES

All clubs and organizations need to be represented on the following dates.
Street Fair – August 23, 2022 & August 22, 2023
Homecoming Parade – October 8, 2022
Spring Involvement Fair – January 12, 2023

The Student Government Association of Campbell University recommends that every club and organization participate/organize at least one community service project per year, but it is NOT required. Each club must send four representatives to this service project.

General Requirements of Campus Organizations

1. A completed Event Form **MUST** be submitted to the Office of Student Activities for all events or meetings via Creeksync. **Event forms must be submitted at least two weeks prior to the event for full credit.** This is to allow to for time to make reservations. If an Event Form is not submitted for an event or meeting, prior to the event or meeting, the club shall receive one written warning from the Student Activities office.
2. Clubs must re-register their organization through Creek Sync and a current constitution must be submitted on Creeksync during the re-registration process. Clubs must have designated a primary contact, and IOC representative, and an advisor in the Club page on Creeksync.
3. If an activity meets any of the following criteria the club president or IOC representative must meet with the Office of Student Activities to discuss the event:
 - a. Events held off-campus that involve travel
 - b. Events that require any contractual arrangements with off-campus persons or businesses.
 - c. Events that charge admission or collect money in other ways for fundraising or other purposes.
 - d. Events that involve off-campus visitors, performers, or groups. If contracts are involved, the event form must be submitted prior to commitment. Please allow at least four weeks for contracts. Events that meet these requirements may take up to two additional weeks to approve.
4. All organizations must have an advisor that is a full time university faculty or staff member who must agree to attend the meetings and functions of the organization.
5. Organizations are required to deposit all funds at the Bursar's Office on the 2nd floor of the McLeod Admissions Building. Reimbursement or matching funds will be dispersed upon presentation of a deposit slip to the Graduate Assistant, signed by the advisor and the club treasurer.
6. All activities and functions of campus clubs and organizations are subject to the university's policies and procedures both on and off-campus. Failure to comply with any requirements may result in the loss of all privileges.
7. Promotion for organizational events must observe the guidelines for the use of bulletin boards and promotional literature as stated in the Handbook.
8. Organizations are expected to observe all guidelines for reservation of facilities as stated by the Office of Student Activities.
9. All events requiring a contractual arrangement for facilities, services, or products, must have the contract reviewed by the Director of Student Activities **BEFORE** it will be signed by Campbell University. Please allow 4 weeks for contracts to be reviewed by CU's legal department.
10. Officers of the organization must maintain a 2.0 GPA in order to hold office and may not be on disciplinary probation.
11. The office of Student Activities reserves the right to suspend or remove any student organization or cancel any club events for non-compliance with rules or CU policies, or for conduct that is not in the best interest of the university. Appeals of this decision may be heard by the Student Life committee.

MAINTAINING AN ACTIVE AND APPROVED STATUS

ANNUAL RE-REGISTRATION

Clubs and organizations are required to re-register annually on Creeksync in order to maintain an active status. During this process the club must designate an IOC representative, primary contact, and Advisor. Additionally, they must attach a copy of their constitution and upload a club image. The clubs have until the Friday, September 9, 2022, to submit the form if they haven't done so already. Any submissions past that day will result in a written warning to the club.

APPROVED STATUS

The rights and privileges of campus organizations are only granted to those that have been approved by the University. The Student Life Committee is the governing body which approves charters, places organizations on probationary status, and revokes charters. In order to be approved by the Student Life Committee, an organization must be supportive of the mission of the University, have an approved advisor, and comply with all of the general requirements for clubs and organizations. An approved status is required for membership in the Inter-Organizational Council and qualifies the organization for matching funds from the Student Government Association. **Approved organizations may miss no more than one Inter-Organizational Council meeting per semester.** Approval by the University enables the organization to publicize its activities in the Calendar, on campus, and on the Campbell web site. An organization that has an approved status may use campus facilities, vehicles, and various campus services such as Facilities Management and Aramark Dining Services as permitted under each of these entities policies.

PROBATIONARY STATUS

Probationary status is assigned to all new organizations during the first semester as an approved organization on campus. This status is also given to any organization that fails to meet the requirements for maintaining an active status and before being placed on inactive status. Organizations placed on probation continue to have all the rights and privileges afforded on active status. However, it also means that the organization's approved status is tentative. If an active club receives one disciplinary action, the next offense will result in a meeting of the Student Life Committee to address the issue. Serious violations of the handbook may result in the **immediate** disciplinary action by the Student Life Committee.

INACTIVE STATUS

If a club or organization has two consecutive semesters of probation, their charter will be revoked and they will no longer be recognized as a club. Clubs that have been moved to inactive status will have all funds in their account returned to the SGA IOC fund. Inactive clubs wishing to regain active status must reapply through the chartering process.

CHARTERING CLUBS AND ORGANIZATIONS

All campus organizations must meet certain requirements in order to assemble on campus and to be eligible for other privileges granted to approved clubs and organizations. New organizations receive initial approval through the Student Life Committee by completing the following requirements:

1. Obtain a Charter Application please visit the Clubs & Orgs page that is part of the Student Activities page on the Campbell University website under Life at Campbell.
2. A full time faculty or staff member must serve as advisor is required for each organization on campus. The advisor's name must appear on the Charter.
3. Submit the completed application and a copy of the constitution or by-laws off the proposed organization to the Director of Student Activities.
4. The Director of Student Activities will refer the Charter Application and constitution or bylaws to the Student Life Committee for approval. Approval of clubs and organizations will be based on its purpose adhering to Campbell's code of honor and statement of purpose. New clubs must also not duplicate the role or purpose of an existing club.
5. After approval by the Student Life Committee, the club should meet and establish officers. Immediately following this meeting, you will need to create a new club account on Creeksync.
6. The general requirements of campus organizations at Campbell University must be observed by the organization in order to maintain an approved status. For more information, see the IOC Handbook published by the Office of Student Activities.

THE ROLE OF AN ADVISOR

RATIONALE

A significant portion of a students' time is spent in experiences outside the classroom. On-campus clubs and organizations provide a structured format to enhance the total learning experience of students by providing them with opportunities to supplement their academic studies and to achieve vocational, leadership, and developmental skills. Participating advisors of these groups provide valuable guidance and assistance in the learning process. The advisors also provide a formal link with the university administration by interpreting its mission, policies, and procedures.

REQUIREMENTS

Each club and organization on campus must have an advisor in order to be approved by the university. Advisors must be a full-time employee of the university, at least 21 years of age, and not on leave of absence from the university during any portion of the term.

RESPONSIBILITIES

1. Understand the history and purpose of the organization or group.
2. To provide information on the university policies, regulations and procedures to the members of the clubs and organizations.
3. Be aware of the organization's activities through the attendance at meetings, events, and through regular contact with leaders.
4. Oversee the financial management of the organization making sure all transactions are handled promptly and correctly.
5. Offer guidance to leaders in providing organizational continuity through efficient record keeping and other means of effective organizational management.
6. Assist leaders in planning, setting goals, and managing conflict.
7. Maintain a balance between providing guidance and allowing the autonomy of student leaders.
8. Attend meetings and functions of the organization.
9. Meet with the student leaders on a regular basis.
10. Co-sign all activity clearance forms and requisitions.
11. Comply with all mandates for approved clubs and organizations.
12. Join Creeksync as the club advisor.

IOC TIER SYSTEM

Clubs and organizations will be placed in different Tiers based on their club participation during the previous semester. Determining a club's tier standing, will be established by the Director of Student Activities and the current Graduate Assistant. Tier status will be determined based on the number of IOC meetings attended, how many events were held, paperwork deadlines, and the clubs status for the upcoming semester. After Tiers have been determined, funding from SGA may be distributed based on clubs' tiers. Suspended clubs will have a chance to be reevaluated at the end of the current semester and qualify for a tier at the end of the semester following their club reinstatement. New clubs will be eligible for funding the semester following their establishment.

1. Tier 1 – Good Standing

- a. Clubs in good standing have completed all their paperwork and have filled out any forms that have been needed for club business
- b. Re-Register Club in Creeksync by May 27, 2022 and May 23, 2023
- c. Listed IOC rep, primary contact, and advisor in Creeksync
- d. Attended all IOC meetings
- e. Filled out event forms on Creeksync for any club events and meetings
- f. Participation in Homecoming Parade

2. Tier 2 – Partial Standing

- a. Clubs with partial status have completed some requirements but are missing things, or have not filled out forms for events. Clubs that have one or more of the conditions below are considered partial standing.
- b. Registered club by September 9th
- c. Missing IOC rep/Primary Contact/Advisor
- d. Missed one IOC meeting
- e. Held one unregistered event or meeting
- f. Have received multiple warnings about fliers

3. Tier 3 – Probation

- a. Clubs on probation are organizations that have not completed basic contact updates, are not filling out forms, or are not attending IOC meetings. Clubs that have one or more of the conditions below are considered on Probation.
- b. Did not reactivate the club on Creeksync Engage
- c. Missed more than one IOC meeting per semester
- d. Held multiple unregistered events
- e. Other conduct issues

4. Tier 4 – Inactive

- a. These clubs can no longer be represented on campus.
- b. These clubs include clubs who no longer have any active members left
- c. These clubs can be reinstated, but must meet with the Director of Student Activities to do so.

PROCEDURES AND GUIDELINES FOR APPROVING EVENTS

An Event Form must be created and approved in Creeksync for any activities scheduled on or off campus. This form should be submitted to cover all fund-raising events, group sponsored activities, academic meetings, regularly scheduled meetings, and service projects activities scheduled on or off campus. All activities and events must be approved through the Office of Student Activities. The Event should be registered at least two weeks prior to the event or meeting. Promotional materials will not be stamped by student activities if the event is not registered in Creeksync. Facility guidelines must be followed for all activities cleared by the Student Activities Office. The Student Activities Office reserves the right to deny any future activity if facility guidelines are not followed. Equipment that is damaged during the event must be replaced at the expense of the organization.

1. An event form must be submitted at least two weeks prior to any event. If an activity meets any of the following criteria the club president or IOC representative must meet with the Director of Student Activities to discuss the event:
 - a. Events held off-campus or involve travel
 - b. Events that require any contractual arrangements with off-campus persons or businesses, these events need four weeks' notice for contracts to be reviewed.
 - c. Events that charge admission or collect money in other ways for fundraising or other purposes.
 - d. Events that involve off-campus visitors, performers, speakers, or groups.
2. All activities and functions of campus clubs and organizations are subject to and must comply with the university's policies both on and off-campus. Failure to comply with any requirements may result in loss of all privileges.
3. Promotion for organizational events must observe the guidelines for the use of bulletin boards and promotional literature as stated in the Handbook.
4. All events requiring a contractual arrangement for facilities, services, or products, must have the contract reviewed by the Office of Student Activities.
5. Organizations are expected to observe all guidelines for reservation of facilities as it is stated by the Office of Student Activities.
6. If a club wishes to show a movie for an event, they must pay for the licensing rights. Please speak with the Director of Student Activities if you do wish to do so. The cost for this is between \$400-\$1000 per showing.
7. All student organizations, student groups, and student clubs wishing to schedule speakers from outside Campbell University must obtain written approval 30 days before the event from the group's advisor and Campbell University Student Life via Creeksync.

POLICIES FOR UNIVERSITY SPONSORED TRIPS

Travel for university clubs and organizations sponsored events must adhere to university guidelines. All trips must be approved and it is preferred that university vehicles are used. Vans and charter buses can be coordinated through the Office of Student Activities, but the club will need to have the funds available to pay for it.

1. An Event Form must be submitted and approved through the Office of Student Activities three weeks prior to the trip.
2. It is preferred that university vehicles be used for all travel off campus. Personal vehicles are allowed to be used, but they must be insured, and the driver must be approved by the Office of Student Activities.
3. Drivers must have a valid license and be listed as an insured approved driver by the university to drive a university van.
4. The club's advisor must accompany and supervise all activities during the university sponsored trip.
5. A University waiver form must be signed by all participating students. These will be requested by the Student Involvement GA once the event is registered and approved on Creeksync.
6. A list of all participating students on the trip must be submitted to the Office of Student Activities prior to departure at sagrad@campbell.edu.
7. Students must comply with all university guidelines and procedures as stated in the Student Handbook.

BUSINESS OFFICE POLICIES

All student organizations are required to maintain their accounts in the Business Office of Campbell University. Each organization must have a treasurer elected to maintain the account throughout the year.

1. An account for the organization is set up with the Business Office when the club has been approved by the Student Life Committee. Organizations with accounts can check out a warrant book of Non-negotiable agency fund warrants which are required for all purchases, payments and reimbursements.
2. An account number is assigned to each club or organization that must be written on all check requisitions, warrants, and provided with all deposits.
3. The advisor must certify that all purchases, payments, and reimbursements are valid. The advisor's signature must be on all documentation including warrants and receipts. Advisor approval must be received prior to purchase or requested services.
4. The necessary funds must be on deposit in the organization's account before warrants, or requisitions will be honored.
5. The treasurer of the organization is responsible for maintaining the correct balance of the account and all external and internal expenditures.
6. For individuals who have spent their own money and need to be reimbursed the receipt must be given to the treasurer/ and a copy to the advisor. A check may be cut for the individual for the amount purchased. Prior approval by the club's advisor is required.
7. All funds raised through special projects must be deposited into the club's account at the Bursar's Office prior to any expenditure external and internal.
8. The Business Office **will not** accept warrants for petty cash.
9. All club funds must be kept in a business office account. Clubs may not keep outside accounts or petty cash on hand.

FUNDRAISING POLICIES

Fundraising events are an opportunity to promote team effort and involvement of the total membership of the organization. It is an excellent way to encourage creative thinking and planning. The entire campus community can benefit from the activity through the promotion of the club or organization through actual participation in the event. The Office of Student Activities oversees all the fundraising events by creating policy and providing assistance.

1. All fundraising events must have a completed Event Form on Creeksynce in the Office of Student Activities.
2. Non-university related groups; vendors or individuals may not sell or solicit on campus without obtaining sponsorship of a recognized organization. The organization must have specific authorization for such events from the Director of Student Activities. The organization must also provide a written acknowledgement of the sponsorship delineating the fiscal arrangement between the sponsor and the non-university person or organization.
3. Selling or soliciting in the residence halls requires authorization from the Director of Residence Life.
4. Fundraising events should not promote any products, activities, or services that are contrary to the policies and rules of the university.
5. Fundraising events that involve contracts with non-campus persons or groups must follow all procedures for contracting.
6. All promotion for fundraising events must follow policies for posting information.
7. Raffles are not permitted for fundraising purposes.
8. Half of the total amount received from fundraisers can be matched by SGA up to \$100.00/semester.
9. Additional funding may be requested from SGA through the graduate assistant and must be approved by the Director of Student Activities.

PROCEDURES FOR CONTRACTING

All contracts with non-campus personnel or groups for facilities, products or business services must be made by the Director of Student Activities, reviewed by the General Counsel Office, and signed by the VP of Business & CFO.

1. Consult the Office of Student Activities at least 4 weeks prior concerning the event, available facilities, the available budget, and the date.
2. Complete an Event form on Creeksync and submit the contract to the Office of Student Activities for review and approval.
3. All initial negotiations and initial contracts will be handled with the agent by the Office of Student Activities and General Counsel Office.
4. Do NOT sign any contracts on behalf of your club or Campbell University.
5. All contacts must be sent to the Office of Student Activities for processing.
6. The contract will be forwarded to the General Counsel Office, Business Office, and the Vice President for Business for their review and signatures. This takes time, please allow 4 weeks.
7. After processing, the contract will be forwarded to the artist or agent from the Office of Student Activities.
8. The Director of Student Activities and Graduate Assistant will review all details of the contract with group organizing the event to be sure all contract requests are handled appropriately.

REQUISITIONS FOR SERVICES AND SUPPLIES

UNIVERSITY REQUISITION

The Campbell University Requisition for Services and Supplies can be used for the Bookstore, the Facilities Management, and Aramark Dining Services. The request for internal requisitions should be submitted through the event form on Creeksync.

1. The graduate assistant at sagrad@campbell.edu will set-up a service requisition when it is received on the event registration form on Creeksync.
2. This request must be submitted to the Graduate Assistant 10 days prior to the date of supplies/ services needed.
3. For more complicated requests a conference with the department director should be planned and completed.
4. The GA keeps copies of all internal requisitions.
5. The club must have the funds available to pay for the cost associated with the requisition.

FOOD SERVICE REQUISITIONS

In order to arrange catering, special meals, banquets, or to provide refreshments the organization may requisition services from the Food Service Department in accordance with university policies.

1. All requests for Food Services must be submitted through the event form on Creeksync at least two weeks before the event.
2. Please contact the graduate assistant at sagrad@campbell.edu to set-up a catering request. Please include your catering needs in the e-mail.
3. For banquets and more complicated requirements a conference with the Food Service Director should be planned and completed.
4. Be specific and detailed in your requests including items such as ice, napkins and plates.

UNION TABLING

Tables can be requested by clubs tabling in the Student Union Great Hall. You must create an event on Creeksync for the tabling and the GA will make the necessary arrangements with the Union staff. Because these tables are limited, students must sign-up to use them 48 hours in advance of the date needed. Space is limited and tables will be available to groups first come, first serve.

TRAVEL AUTHORIZATION AND UNIVERSITY VEHICLES

Travel for university clubs and organizations sponsored events must adhere to university guidelines. All trips must be approved through a Creeksync event form. All travel arrangements for vans are coordinated by Facilities Management and the Office of Student Activities.

1. Please contact the graduate assistant at sagrad@campbell.edu to reserve a university 11-passenger van.
2. Drivers must have a valid license and be listed as an insured approved driver for the university by the Director of Student Activities.
3. All requests for vans must be submitted through an event form on Creeksync.
4. Allow at least 3 weeks prior to the event to insure the availability of the vehicles.
5. Personal vehicles are approved for trip use with prior authorization.
6. Trip waivers must be signed by all participants on the trip. Trip waivers will be supplied to the club once the event is submitted and approved on Creeksync by the Student Activities Graduate Assistant.
7. Cancellation of any vehicles not needed should be done within 48 hours prior to pick up to ensure you are not charged the daily fee.

GUIDELINES FOR POSTING INFORMATION

All campus clubs and organizations, as well as persons or groups outside the campus community, must adhere to the policies governing the use of campus bulletin boards, display cases, and the placement of notices elsewhere on campus. Persons or groups who disregard these provisions may be subject to penalties and the organization's approved status may be revoked. All advertising and promotion must follow university policies and guidelines.

1. Posting is limited to event promotion only.
2. All promotional literature must be approved and stamped by the Office of Student Activities before posting. Please bring only one copy to be stamped and copied.
3. The completed Event Form must be on file in CreekSync before flyers may be posted.
4. Please do not move or take down other approved flyers to make space.
5. Posters or flyers may only be posted on Bulletin Boards or sandwich boards. Items should not be attached to walls, elevators, windows, doors, walks, stairways, the outside of buildings, trees, shrubs, utility poles, or any other surface on campus.
6. Fliers may not be attached to automobiles on campus.
7. Posting within the Union is digital and must be sent to the Director of Student Activities.
8. Fliers must comply with the individual guidelines of each bulletin board before posting. Bulletin boards controlled by the Office of Student Activities have published guidelines. When using other bulletin boards, the appropriate personnel should be consulted for authorization of use.
9. Posting in Residence Halls must be done through the Office of Residence Life in Sauls Hall.
10. Physical flyers and digital boards are for club events only.
11. All posted items should be in accordance with the institution's Statement of Purpose and the Code of Honor found in the Student Handbook.
12. All flyers must be removed within forty-eight hours of the date of the event.
13. All flyers and posters must be secured with appropriate materials. No glue or nails may be used. Restrict the use of pins, tape, etc. to bulletin board surfaces only.
14. With the exception of bulletin boards, no signs or event materials may be left overnight.
15. Chalking is not permitted on campus.

USE OF CAMPUS BULLETIN BOARDS

Bulletin boards are available on campus for club use. There are guidelines for bulletin board use that are designed to reflect institutional purpose and to protect students groups' authorization for sponsored activities. Bulletin boards for club use are controlled by the Office of Student Activities and must meet the guidelines for use. Other bulletin boards, not controlled by the Office of Student Activities, must consult the appropriate personnel for authorization of use. The following bulletin boards or display cases are controlled by the Office of Student Activities:

D. RICH BUILDING

1. First floor hallway.
2. Second floor hallway.

TAYLOR BUILDING

1. Inside front entrance.

OUTSIDE AREAS

1. Board outside of the Fine Arts Building and D. Rich.

LIBRARY

1. Periodical Room, near copier.

BOOKSTORE

1. Chick-Fil-A Entrance.

LUNDY-FETTERMAN SCHOOL OF BUSINESS

1. Lounge.
2. Hallway.

RESIDENCE HALLS

1. Distribution Boxes are located at the Office of Resident Life on the first floor of Sauls Hall.

HARRIS UNION

1. Only digital flyers can be posted in this building.

FACILITY GUIDELINES

The following is a set of guidelines concerning the use of Campbell University spaces. Please note that your department or organization is responsible for following these guidelines. All institutional policies and facility guidelines must be followed. The Department of Student Activities reserves the right to deny a future reservation if guidelines are not followed. Any equipment that is damaged during the event must be replaced at the expense of the department or organization.

CLASSES AND OFFICES

All classes and offices that may be affected by the event must be contacted.

LIGHT AND SOUND INFORMATION

If your department or organization needs light, sound microphones, podiums, screens, or any additional equipment should be requested through the event form on Creeksync. The club must have the funds to pay for these expenses.

MAINTAINING THE FACILITY

Remove all trash into trashcans.

Put all furniture back into place.

Clean all surfaces.

Remove all personal items brought into the facility.

All equipment must be cleaned and left as it was found.

Unless previous permission is given nothing may be removed from the facility.

FACILITIES MANAGEMENT SERVICES

If your department needs chairs, tables, risers, or anything removed from the facility contact the graduate assistant at: sagrad@campbell.edu will set up a requisition based on the event form submitted.

PUBLIC SAFETY

Contact the graduate assistant at: sagrad@campbell.edu with information concerning the event.

Public Safety will unlock any necessary doors and turn on lights. If there is a public safety risk, the Office of Student Activities may cancel or postpone a club event without notice.

ALL INSTITUTIONAL POLICIES IN THE STUDENT HANDBOOK ARE AN IMPLICIT PART OF THIS AGREEMENT. FAILURE TO COMPLY WILL RESULT IN A LOSS OF PRIVILEGES.

APPLICATION FOR CHARTER

Proposed Name of the Organization _____

Contact Information

Name _____ **Phone** _____

Address _____

Email address _____

Name of Faculty or Staff Advisor _____

Position at Campbell University _____

Phone _____ **Email** _____

Signature of Faculty or Staff Advisor _____

Purpose of the proposed organization.

List goals of proposed organization.

When and where would the proposed organization hold club meetings?

Submitted By:

Print Name: _____

Signature: _____

Date: _____

***Attach proposed Constitution to this form.**