

# VIRGINIA WESTERN

Student Activities Office

3096 Colonial Ave. SW, Roanoke VA 24015 | 540-857-6326

## New Club and Student Organization Application

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Date: \_\_\_\_\_

Club or Organization Name: \_\_\_\_\_

Club Description and Purpose (Will be used on the Virginia Western website):

Does this club have an outside affiliation? (national organization, state, community, etc.) \_\_\_\_\_

If yes, please name the organization: \_\_\_\_\_

Is this club restricted to students in a specific major or course? If so, please state: \_\_\_\_\_

Primary Faculty or Staff Sponsor Name: \_\_\_\_\_

Co-Sponsors: \_\_\_\_\_

### Founding Student Officers (4 Minimum)

	Name	Position	Email	EMPL
1.				
2.				
3.				
4.				

Is this club requesting use of club account: \_\_\_\_\_ (required to hold fundraisers)

Constitution/Bylaws attached: \_\_\_\_\_ (required for clubs with accounts)

Faculty or Staff Sponsor Signature: \_\_\_\_\_

Sponsor Dean / Supervisor Signature: \_\_\_\_\_

Signature verifies the sponsor is ☐ Full-time Faculty ☐ Exempt Staff ☐ Non-Exempt Staff with sponsor as part of normal work duties

Student Activities Coordinator Signature: \_\_\_\_\_

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All student organizations must be approved before starting meetings and activities.