

VIRGINIA WESTERN

Student Activities Office

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

Club and Student Organization Renewal and Update Form

Deadline for yearly updates: October 15

Please use this form for both yearly updates and mid-year changes.

Yearly updates must be on file before a club can hold a fundraiser or event in the current year.

Date: _____

For Academic Year: _____

Club or Organization Name: _____

Faculty or Staff Sponsor Name: _____

Current Student Leaders (4 Required)

Position	Name	VCCS Email (@email.vccs.edu)	Phone Number	EMPL

Club Goals for the upcoming year:

Other Updates:

Faculty or Staff Sponsor Signature: _____

Student Activities Coordinator Signature: _____

Only required if submitting updates with a new Sponsor:

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*