

**CHANGE OF CLUB ADVISOR**  
**REQUEST FORM**

Student Clubs and Organizations are permitted to request an advisor change. This form must be completed by a current officer of the club. Fill out this form and collect the signatures of the Club President, outgoing Club Advisor, and incoming Club Advisor. Return the completed form to the Campus Life and Leadership Coordinator. The Coordinator will finalize the advisor change and notify the students and advisors involved via email when the process is complete.

**CLUB NAME:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**NAME OF STUDENT FILING REQUEST:** \_\_\_\_\_

**Student email:** \_\_\_\_\_

**Student phone:** \_\_\_\_\_

**What is your current position in the club?** \_\_\_\_\_

**OUTGOING ADVISOR NAME:** \_\_\_\_\_

**When did you become the advisor of this club?** \_\_\_\_\_

**INCOMING ADVISOR NAME:** \_\_\_\_\_

**Please provide a brief summary of why your club or organization is requesting this change:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Club President Signature and Date

\_\_\_\_\_  
Outgoing Advisor Signature and Date

\_\_\_\_\_  
Campus Life and Leadership  
Coordinator Signature and Date

\_\_\_\_\_  
Incoming Advisor Signature and Date