

This form is to be filled out and turned in to the Campus Life and Leadership Coordinator by the end of each semester.

DATE:

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

SEMESTER (circle one):                      Fall                      Spring                      Year: \_\_\_\_\_

**CHECKLIST (with total itemized value):**

- ☐ Attach meeting minutes from at least two meetings. (\$25)
- ☐ Attach a club roster with five (5) or more active members. (\$25)
- ☐ Provide a detailed description of at least one social event/activity you hosted (\$25):

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- ☐ Provide a detailed description of at least one community service project you completed, or the project you have organized for the next semester (\$50):

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- ☐ Provide a detailed description of your club's involvement in Falcon Fest (\$50):

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- ☐ Send a club representative to SGA Club Council meetings the first Thursday of each month at 2:00 p.m. in HH 286. (\$25)

\_\_\_\_\_  
Club President Signature

\_\_\_\_\_  
Club Advisor Signature

\_\_\_\_\_  
Campus Life and Leadership Coordinator

\_\_\_\_\_  
Student Government President Signature

Your club seed money will be released once your request has been approved by both the Campus Life and Leadership Coordinator and the Student Government President (typically early June for Spring requests and late January for Fall requests).