



COLLEGE OF
THE
ALBEMARLE

Transform Your Tomorrow

NEW STUDENT CLUB/ORGANIZATION PACKET

Office of Student Life and Leadership

COLLEGE OF THE ALBEMARLE 1208 North Road Street, Elizabeth City, NC 27909

NEW STUDENT CLUB/ORGANIZATION CHECKLIST

This checklist can be used to start a new club/organization **OR** reinstate a club/organization. Please attach **ALL** necessary documents to this package.

<input type="checkbox"/>	Complete a Student Club/Organization Constitution <i>(Use SGA Sample Constitution as a guide)</i>
<input type="checkbox"/>	Complete a New Student Club/Organization Registration Form
<input type="checkbox"/>	List proposed activities of the first year
<input type="checkbox"/>	Complete a New Student Club/Organization Form <i>(Can be waived by attending a Mandatory Advisor Meeting)</i>

***Please Submit all documents to
The Office of Student Life and Leadership***

New Club/Organization Registration Form

Club/Organization Name:

Advisor(s)

Advisor Name: _____

Email: _____

Advisor Name: _____

Email: _____

Advisor Name: _____

Email: _____

Executive Officer(s)

Student Name: _____ **Position:** _____

Student Name: _____ **Position:** _____

Student Name: _____ **Position:** _____

Student Name: _____ **Position:** _____

Student Name: _____ **Position:** _____

Student Name: _____ **Position:** _____