



LEHMAN COLLEGE

OFFICE OF CAMPUS LIFE

Quick Club Registration Form

Clubs that were recognized and funded by the Club Board in the Fall 2007 semester should use this form. All other clubs should use the Spring 2008 Club Registration Package available in the Student Life Building room 222.

Club Name: _____

• President Name: _____ Email: _____

Phone Number: _____ - _____ - _____ Address: _____

• Vice President Name: _____ Email: _____

Phone Number: _____ - _____ - _____ Address: _____

• Secretary Name: _____ Email: _____

Phone Number: _____ - _____ - _____ Address: _____

• Treasurer: _____ Email: _____

Phone Number: _____ - _____ - _____ Address: _____

• Faculty Advisor: _____ Email: _____

Phone Number: _____ - _____ - _____

PROCEDURES FOR CLUBS THAT ARE REGISTERING

- ✓ Club registration form must be filled out with complete names, phone numbers and e-mail addresses.
- ✓ Information on faculty advisor must be included.
- ✓ **IF ANY CHANGES HAVE BEEN MADE, PLEASE INCLUDE AN UPDATED CONSTITUTION WHEN YOU TURN IN YOUR MATERIALS.** There must be a constitution on file for every club.
- ✓ Refer to the Club Guide for other information for clubs. (Available at <http://www.lehman.edu/vpstud/campuslife/>)
- ✓ If and when, your club membership is approved, make sure that you check your mail in the club mailbox in the Student Life Building, room 222 at least twice weekly.
- ✓ As a registered club you will be entitled to 500 free Xerox copies per semester and \$.05 per copy thereafter. The free copies will be allowed after clubs have been approved. Copies can be made in the Student Life Building, room 218.
- ✓ The use of alcoholic beverages and/or controlled substance is absolutely prohibited (see regulations page of the Lehman College Bulletin)

Please list NAMES, and E-MAILS of all Lehman College students who are registered members of your organization. A minimum of ten (10) names are required for club recognition. If your organization is given an office space, this list will be used to determine who is allowed access to the room.

Name of Organization _____

Club Members Name & E-mail address

	<u>FIRST NAME</u>	<u>LAST NAME</u>	<u>EMAIL</u>
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I agree to abide by the policies & procedures outlined in the Lehman College Club Guide.

Club President Signature

Date