

Bastyr University
Student Council – Club Approval or Renewal
2016 - 2017

Name of Club or Organization: _____

Primary and Secondary Contacts: _____ / _____

Telephone: _____ / _____ club/student e-mail: _____ / _____

Describe any changes to the focus of your club or organization:
(Please attach a separate sheet if needed)

How many people are currently interested in this club? How many members do you expect?

Please email or submit completed form to Student Mailbox of: SC Administration Team Leader Samantha Pfeiffer, samantha.pfeiffer@bastyr.edu

APPROVAL:

Date: _____ SC Administration Team Leader: _____

Date: _____ Students Affairs Office: _____

Please contact **Silva Bedoyan** in the **Student Resource Center** for instructions on:

- > Copy procedures
- > Distribution of funds**
- > Setting up an account for your club if you are doing any fund raising
- > Coordinate and schedule large events or speakers
- > Setting up an email for your club

- > **Please notify Student Council of any changes to your Organization Focus/Name or Contact People**

*****If you wish to request funds, please fill out a separate Club Funds Request Form and bring it to the next Student Council meeting. A representative from the club must be present in order to have your funds request approved. Please be aware that requesting funds requires that the club either table for an hour during a quarter or make a commercial for the Student Council Updates.***

Please do not hesitate to contact me if you have any questions or concerns about this process.
I can be reached at Samantha.pfeiffer@bastyr.edu or at my student mailbox.

Thanks and have a good year!

Samantha Pfeiffer, SC Administration Team Leader