



Office of Student Life
Downtown Campus Rm. 116
804.523.5082
Parham Road Campus Rm. 256B
804.523.5983

New Student Club Proposal

Name of Organization: _____

Proposed Objective/Purpose of Organization: _____

Membership Qualifications (if applicable): _____

Please provide your name and contact information.

Name: _____ Signature: _____

Local Address: _____

Phone Number: _____ Emplid: _____ E-mail: _____

Please provide the name and contact information of the faculty advisor for this organization. If the faculty advisor is unknown, please contact the Coordinator for Student Life at 804.523.5986 for further assistance.

Advisor
Name: _____ Signature: _____

Local Address: _____

Phone Number: _____ E-mail: _____

*** Please submit this form to the Office of Student Life. Remember, this form is only a PRELIMINARY proposal. Once you submit this form, you must create a constitution for the proposed organization and submit it directly to the Coordinator for Student Life before the process can continue. For your assistance, a sample constitution will be provided at the time you submit this form. ***