MENLO COLLEGE

Club & Organization
Re-Registration Packet
1) How often did your club meet during the last semester?
______________________________________________________________________________
______________________________________________________________________________

2) How many events did your club put on? (Please name a few)
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

3) Did your club execute your mission statement? If so, how? If not, why not?
______________________________________________________________________________
______________________________________________________________________________

4) Did your club attend the Fall Club Orientation meeting? If not, why not?
______________________________________________________________________________

5) Did your club have a representative at the fall club fair? If not, why not?
______________________________________________________________________________

6) Did your club attend ALL Inter Club Council meetings? If no, why not?
______________________________________________________________________________
______________________________________________________________________________

7) How did your club use your budget? i.e. a dance, social event, speaker, meal, etc.
______________________________________________________________________________
______________________________________________________________________________
1) How often will your club meet this semester?
______________________________________________________________________________
______________________________________________________________________________

2) What events does your club plan to put on? (Please name a few)
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

3) How will your club execute your mission statement?
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

4) Will your club have representation at the club fair on (Insert date here)? ________________

5) Will your club attend **ALL** Inter Club Council meeting this semester??____________________

6) What do you plan to use your budget for this semester?
______________________________________________________________________________
**Student Organization Signature Card**

**Business Office Policy:** ALL financial transactions must be approved by FOUR people (club president, club treasurer, the club advisor, and MCSGA Director of Finance) if the transaction is less than $1000. FIVE signatures (club president, club treasurer, club advisor, MCSGA Director of Finance and the Director of Student Leadership & Activities) are required if the transaction is more than $1000. **Signatures other than those listed below will not be allowed for financial transactions.** The Business Office reserves the right to change policies at any time. Advisors will be contacted if there are any questions regarding any financial transactions.

ALL CHECK REQUESTS MUST BE SUBMITTED TO THE STUDENT GOVERNMENT BOX

**Club Name:** ____________________________

**Semester:** ____________________________

<table>
<thead>
<tr>
<th>Role</th>
<th>Print Name</th>
<th>Signature</th>
<th>Campus Box</th>
<th>Phone</th>
<th>E-Mail Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>__________</td>
<td>_____________</td>
<td>__________</td>
<td>______________</td>
<td>______________</td>
</tr>
<tr>
<td>Treasurer</td>
<td>__________</td>
<td>_____________</td>
<td>__________</td>
<td>______________</td>
<td>______________</td>
</tr>
<tr>
<td>Advisor</td>
<td>__________</td>
<td>_____________</td>
<td>__________</td>
<td>______________</td>
<td>______________</td>
</tr>
</tbody>
</table>

**Please Note:** MCSGA must be notified of any changes in aforementioned names. Any signatures other than those listed above will not be allowed for financial transactions.
**Important Dates & Information**

Friday, August 29\textsuperscript{th}  
Packets due by 5pm to the  
Student Affairs Office

Wednesday, September 3\textsuperscript{rd}**  
Mandatory Club Fair from  
11am-2pm outside of Cafe

Thursday, September 4\textsuperscript{th}**  
Mandatory Club Interviews  
(part 1) 6pm-8pm

Friday, September 5\textsuperscript{th}  
Mandatory Club Interviews  
(part 2) 7pm-9pm

Tuesday September 16\textsuperscript{th}  
**Mandatory** Club Orientation  
Meeting (ALL clubs) 5:00pm  
in the Brawner PIT

**Representative of club must attend the Club Interviews on September 3\textsuperscript{rd} and 4\textsuperscript{th} to receive the allocated funds**