

I. CLUB NAME. _____

II. PRIMARY CLUB ADVISOR. _____ Department _____

Department Head _____ Email _____

Office phone _____ Cell phone _____

✦ **Clery Act Overview.** Date on which training was most recently completed. _____ (date).

✦ **Title IX & Sexual Harassment Prevention for Employees.** Date on which training was completed most recently on _____ (date).

✦ **2022 – 2023 Club Advisor Handbook.** Date on which club advisor read and understood the club information in handbook most recently was _____ (date).

✦ **The White Book,** Chap 4, Sect 1. Date on which club advisor read and understood the information in the section recently was _____ (date).

✦ Non-Citadel employee advisor submitted the **Volunteer Request Form** most recently on _____ (date).

The names and information above for other club advisor(s) must be included as part of this document. That information is required on a separate sheet of paper submitted with this form.

III. CLUB OFFICERS. *Club officers for the current academic year. CWID is mandatory.*

President _____ CWID _____ Email _____

Vice-President _____ CWID _____ Email _____

Secretary _____ CWID _____ Email _____

Treasurer _____ CWID _____ Email _____

IV. CLUB FINANCES. *On campus agency account or department fund.*

Club name on account _____ Account # _____

Department name on account. _____

V. CLUB MEETINGS. *Official club meetings should be reserved through the EMS system for review.*

When (day/time) _____ Location _____

Frequency: *weekly; monthly; other* _____ EMS reservation # _____

VI. DUES. Cost _____ for _____

Frequency: *monthly; per semester; annually; other* _____

VII. CLUB WEBSITE _____

VIII. SOCIAL NETWORK PLATFORM LINK _____

IX. PURPOSE/STUDENT LEARNING OUTCOMES

What is the reason for your club? What are your members to gain from membership? What will your members learn from the experience in regards to the four pillars: Academic, Character, Fitness: Military? *If more space is needed, complete your answers on a separate page & submitted with this charter.*

X. REQUIREMENTS TO BE A MEMBER OF THIS CLUB.

XI. POWERS AND DUTIES OF CLUB OFFICERS

President

Vice-President

Secretary

Treasurer

XII. CLUB PATCH. Should your club wish to submit a new patch or design for approval, read *The White Book*, Chap 4 – Sect 1 – Part V. Clubs

List requirements for members to receive and wear the club patch.

If your club has a previously approved club patch for cadet field jacket, add the PDF patch image here.

XIII. MEMBERSHIP ROSTER. *Should your club have more than 40 members, submit their names and information on a separate sheet of paper with this charter document.*

	Last name - First name	CWID
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		

	Last name - First name	CWID
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		
31		
32		
33		
34		
35		
36		
37		
38		
39		
40		