

# ANNUAL CLUB CHARTER FORM

I. CLUB NAME. \_\_\_\_\_

II. CLUB ADVISOR(s) \_\_\_\_\_ Advisor's CWID \_\_\_\_\_

Department \_\_\_\_\_ Email \_\_\_\_\_

Office phone \_\_\_\_\_ Cell phone \_\_\_\_\_

III. **Mandatory Advisor Trainings & Requirements.** Enter the date on which each training was completed.

Training good for

– Bulldog Alert	_____	indefinitely
– Clery Act Overview	_____	1 year
– Title IX & Sexual Misconduct.	_____	1 year
– FERPA <i>Family Educational Rights &amp; Privacy Act</i>	_____	3 years
– Discrimination Awareness in the Workplace	_____	5 years
– Camps on Campus	_____	5 years
– I read & understand the <b>Club Advisor Handbook</b>		Yes ____ No ____
– I read & understand <b>The White Book</b> , Chap 4, Sect 1		Yes ____ No ____
– I submitted the <b>Volunteer Request Form</b> ( <i>for advisors not employed by The Citadel</i> )		Yes ____ No ____

**Additional club advisor(s) names & information above are required to be submitted as a part of this form. All required advisor information from above is required for additional advisors**

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

President _____	CWID _____	Cell # _____
Vice-President _____	CWID _____	Cell # _____
Secretary _____	CWID _____	Cell # _____
Treasurer _____	CWID _____	Cell # _____

V. **CLUB FINANCES.** *All clubs are required to have all financial accounts on campus in an agency index or department fund.*

Club/Group name on account \_\_\_\_\_ Account # \_\_\_\_\_

Department name on account. \_\_\_\_\_

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

When (day/time) \_\_\_\_\_ Location \_\_\_\_\_

Frequency:    weekly;    monthly;    other \_\_\_\_\_ EMS reservation # \_\_\_\_\_

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**VII. DUES.** Cost \_\_\_\_\_ will cover \_\_\_\_\_

Frequency:      *monthly;*      *per semester;*      *annually;*      *other* \_\_\_\_\_

**VIII. SOCIAL NETWORK** \_\_\_\_\_

**IX. CLUB WEBSITE** \_\_\_\_\_

**X. PLATFORM LINK** \_\_\_\_\_

**XI. 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.*

**XII. REQUIREMENTS TO BE A MEMBER OF THIS CLUB.**

**XIII. POWERS AND DUTIES OF CLUB OFFICERS**

**President**

**Vice-President**

**Secretary**

**Treasurer**

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**XIV. CLUB PATCH.** Does your club have a previously approved patch? If so, submit a pdf copy of that patch.  
List requirements for members to receive and wear the club patch.

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★ If your club or organization wishes to submit a patch request, refer to the *Club Advisor Handbook* for requirements and instructions.

**XV. MEMBERSHIP ROSTER.** *Should your club have more than 40 members, submit their names and student type on a separate Excel sheet with this charter document.*

	Last name - First name	Type *
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	Last name - First name	Type *
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### Student Types \*

**C1** - 1st year cadet | **C2** – 2nd year cadet | **C3** – 3rd year cadet | **C4** – 4th year cadet | **C5** – 5th year cadet  
**DS** – Day Student | **VS** – Veteran Student | **GS** – Graduate Student

### Submission Instructions:

1. Save a copy of your completed Sponsor application to your files.
2. Email the copy of club charter form to the Campus Club Coordinator at [milners@citadel.edu](mailto:milners@citadel.edu)