



at Utah Valley University

Annual Club Charter Form

Name of Club: _____

Abbreviation: (if any) _____ Year founded at UVU: _____

Purpose of Club: _____

Estimated Membership: _____ Club Dues: _____ / _____ Meeting Time & Location: _____

University/Community Service Projects: _____ On-Campus Fundraisers: _____ Off-Campus Fundraisers: _____
(\$5 minimum required per year)
One service project required per semester One fundraiser required to request additional funding

Club category: (mark one) Club Website: _____

- Academic & Political
- Social Awareness
- Athletic & Recreational
- Social
- Sports
- Pre-Professional
- Service
- Religious
- Ethnic & Cultural
- Performing Arts & Media

Advisor: _____ UVU ID: _____ Extension: _____

(Full-time faculty or staff member – signature required on back of form) Full Time: Yes _____ No _____

Department: _____ Email: _____ Mail Code: _____

Banner Index Manager (BIM*): (Required- may also be advisor)

Name: _____ UVU ID: _____ Extension: _____

(Full-time faculty or staff member– signature required on back of form) Full Time: Yes _____ No _____

Department: _____ Email: _____ Mail Code: _____

Minimum of 6 students to create a club

President/Chair/Captain: (full-time student 12 Credits or more)

Name: _____ UVU ID: _____ Email: _____ Phone: _____

(Signature required on back of form)

Vice President/Co-Chair/Co-Captain

Name: _____ UVU ID: _____ Email: _____ Phone: _____

Representative: (to attend UVU Club's bi-monthly meetings, Request Club Calendar - Tues. 2:00, SC213b)

Name: _____ UVU ID: _____ Email: _____ Phone: _____

Contact: (if students are interested in joining your club-must be someone other than the advisor or president)

Name: _____ UVU ID: _____ Email: _____ Phone: _____

Other Members:

Name: _____ UVU ID: _____ Email: _____ Phone: _____

Name: _____ UVU ID: _____ Email: _____ Phone: _____

Name: _____ UVU ID: _____ Email: _____ Phone: _____

Name: _____ UVU ID: _____ Email: _____ Phone: _____

***Constitution** must be submitted with this form (outlines available at UVU Club's office LC101a)

General Guidelines & Information

- Membership must be open to all College students.
- At least 75% of the membership in each officially chartered and recognized club/organization shall consist of regularly enrolled students at Utah Valley University. Each student must have paid his/her tuition and fees for each semester enrolled in order to maintain membership in an organization or club.
- Every officer in each officially chartered and recognized club/organization shall be a regularly enrolled student at Utah Valley University. The student serving as president of the club/organization must be a FULL-TIME student enrolled and complete at least 12 credit hours.
- Club Advisor must be a **full-time** contract or salaried employee
- A **full-time** faculty or staff member must act as the Banner Index manager
- Assistant Advisors may be a part-time/hourly employee
- A club must establish and assess dues. Dues must be a minimum of \$5 per year. Members are only considered active and official when dues are paid in full.
- There are no private clubs/organizations. All officers, members and advisors must be willing to have their names published.
- All Club Index codes are set up through the UVU Business Office. **NO off-campus banking or financial accounts are permitted.**

UVU Club Information & Expectations

- Each Club must have a representative attend bi-monthly UVU Club Meetings (Every 1st & 3rd Tuesday at 2:00 pm in room SC213b).
- To be eligible for **UVU Club Funding**, a club must:
 - Attend at least 75% of all UVU Club Meetings
 - Be a fully recognized student organization
 - Be in good standing with the college
 - Must not be 30 days past due on a financial obligation to any college department
 - Collect Dues
 - Complete one service project per semester
 - Conduct other fund-raising efforts
- All Clubs and Advisors need to be familiar with College Policies pertaining to clubs and organizations. (Copy of UVU Club Manual found at www.uvu.edu/clubs)

We the undersigned have **read** the policies concerning campus organizations and agree to conduct all organizational affairs with the regulations set forth.

Advisor: _____ **Signature:** _____ **Date:** _____

President: _____ **Signature:** _____ **Date:** _____

BIM*: _____ **Signature:** _____ **Date:** _____

Banner Index Manager*: Authorized to: Submit Requisitions & Review Budget Approve Requisitions

Contact Jacob Atkin for Banner Finance training – atkinja@uvu.edu, 863.8576

Return Charter Form, Constitution, to Club Office, LC 101 or UVUSA, SC 105e, MS 220

FOR OFFICE USE ONLY		
Date submitted: _____	Charter Approved: _____	Banner Index Code: _____
Ambassador: _____	<input type="checkbox"/> Constitution	<input type="checkbox"/> Advisor Agreement Form