



**Advisor**

The advisor must be full-time Claremont Graduate University faculty or staff or a TCCS staff member. An advisor may not be on sabbatical during the year for which you are registering. Advisors are required to complete a mandatory training.

**Advisor:** \_\_\_\_\_

Name	Email	Department	Phone
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**3. Membership & Activities**

Please include the names and emails of at least five students who are interested in participating in your organization. These students should not include the President/Chair, Treasurer, or Graduate Student Council Liaison.

Name	Email Address	Home Campus (e.g. CGU, KGI, etc.)
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**How to Get Involved**

Indicate the email address or link to a form sign-up for other students to connect with your organization. If you would like to create an email for your student club, please fill out this form: <https://arsl.at/Gk5Kb0aB>.

**Social Media Accounts**

If you have or plan to create social media accounts for your student organization, you must share the log-in information with SLDL staff. Please list any existing social media accounts below.

**Budget for Planned Activities**

Attach a spreadsheet with your semester budget request. Include detailed information such as: Title or Topic of Activity, Estimated Date, Location, Purpose, Itemized Expenses. SLDL will review your budget proposal and inform you on approved amounts. Only items approved in advance will be eligible for reimbursement.

4. **Statement of Purpose**

An updated, typed copy and electronic copy of the organization’s Statement of Purpose must be on file with the Student Life, Diversity & Leadership Office.

5. **Information for website**

Please submit to [student.life@cgu.edu](mailto:student.life@cgu.edu) a short description (no more than 3 sentences) of your organization for the Student Life, Diversity & Leadership Office and GSC website. Please attach a logo, if you have one.

6. **Signatures**

As the leader of this organization, I am a degree-seeking, active, and enrolled Claremont Graduate University student in good academic and disciplinary standing and will serve this organization from \_\_\_\_\_ (month/year) to \_\_\_\_\_ (month/year). As a leader of this organization, I understand that I will be responsible for the collective conduct of members of this organization during organization activities. I also understand that it is my responsibility to lead the organization according to the stipulations of this document and the policies outlined in the Claremont Graduate University Student Guide. I agree to attend the mandatory Student Leadership Summit and complete all relevant trainings required.

**Primary Leader’s Signature:**

**Date:**

As the treasurer of this organization, I am a degree-seeking, active, and enrolled Claremont Graduate University student in good academic and disciplinary standing and will serve this organization from \_\_\_\_\_ (month/year) to \_\_\_\_\_ (month/year).

As the treasurer, I understand that I will be responsible for duties as outlined and will be held accountable to the Student Life and Diversity Office and the Claremont Graduate University Business Office on the management of this organization’s funds, in line with the policies outlined in the Claremont Graduate University Student Guide.

**Treasurer’s Signature:**

**Date:**

I agree to serve as the Advisor to the organization stated on this application. I verify that I am a full-time faculty or staff member of Claremont Graduate University. As Advisor of this organization, I agree to help the students of this organization whenever necessary in such areas as budgeting, leadership, organization, and upholding the club’s mission, and will advise them regarding school policies. I also agree to complete mandatory Advisor training.

**Advisor’s Signature:**

**Date:**

**For Student Life, Diversity & Leadership Office Use Only**

Confirmation Letter Sent: \_\_\_\_\_

Handbook Sent: \_\_\_\_\_

Email Account \_\_\_\_\_