

# Student Club Application Form

Fill out this form to submit your request to form a new club. Return this form to the Office of Student Affairs. Room Use Agreement forms may be found online at: <https://www.digipen.edu/current-students/>



Club Name:  Date:

## Club Description and Mission Statement:

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## Charter Membership Roster:

List 5 currently-enrolled (6 credit minimum) DigiPen students:

Designated Representative:

Student ID:	<input type="text"/>	Email:	<input type="text"/>	Phone:	<input type="text"/>
Name (First, Last)	<input type="text"/>				
Student ID:	<input type="text"/>	Email:	<input type="text"/>	Phone:	<input type="text"/>
Name (First, Last)	<input type="text"/>				
Student ID:	<input type="text"/>	Email:	<input type="text"/>	Phone:	<input type="text"/>
Name (First, Last)	<input type="text"/>				
Student ID:	<input type="text"/>	Email:	<input type="text"/>	Phone:	<input type="text"/>
Name (First, Last)	<input type="text"/>				
Student ID:	<input type="text"/>	Email:	<input type="text"/>	Phone:	<input type="text"/>

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## Faculty/Staff Club Advisor

Student clubs are required to have a faculty or staff advisor. Faculty and staff advisors are encouraged, but not required, to attend club meetings, engage with student club members regularly, and guide members through club processes. Faculty and staff may only advise up to **THREE** student clubs.

Faculty/Staff Club Advisor Name:

Contact Info:  Signature:

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## Consecutive Club Meetings

How often does your club plan on meeting?

# Student Club Application Form, Continued

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## Computer Lab Setup Request

If your club plans on requesting software, patches, or games being downloaded in the computer labs, you must receive approval from the IT Department prior to receiving your club charter.

IT: Can the student club's IT request be met?    **Yes:**     **No:**

If the request cannot be met, why?

**IT Member Signature:**

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## Student Life Advisor Approval and Charter

In order to receive a club charter, the Designated Representatives **MUST** meet with the Student Life Advisor. By signing below, the Student Life Advisor approved the club charter.

**Student Life Advisor Signature:**     **Date:**

Additional Notes:

## DigiPen Club Agreement

I, the Designated Representative, have read and understand the policies and guidelines outlined in the Student Club Handbook. I agree that our club will abide by these policies and guidelines. Should the club or club members violate any of the stated rules and procedures, our club may lose its charter.

**Designated Representative Signature:**     **Date:**

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## DigiPen Room Booking

Students must fill out the Room Booking Agreement Form and submit it to the Academic Administration Window on the second floor.