

VICTORIA COLLEGE

New Club Checklist

Club Name: _____

- Club/Organization Contact Sheet Completed
- Student Organization Registration Form Completed
- Prospective Members Form Completed
- Advisor Commitment Form Completed
- Constitution and By-Laws Created
- Turn in the above documents to the following individual:

Elaine Everett-Hensley
Director of Student Activities
Student Center Room 120A
Elaine.hensley@victoriacollege.edu
361-572-6440

Once all of the documents have been turned in to the Director of Student Activities, the information will be presented to the Student Life Committee.

For Office Use Only

- Documents complete
- Documents turned in on _____
- New Club Information will be presented at the following Student Life Committee Meeting _____