

Club Quarterly Update Form

Department of Student Life – Campus Activities & Advocacy Board

This packet is to be completed by Club Officers and/or representative and submitted to the Department of Student Life on a quarterly basis. Completed forms are due by the end of the third week of each quarter, except Summer quarter.

Club Contact Information	
Name of Club	
Full Name	
Preferred Name	
Position/Role within the Club	
Full Name of Advisor (If Applicable)	
Email Address	

Club Member Roster

Please list club member information. If more than five (5) members, please attach the remaining names to this packet.

Full Name	Preferred Name	Email Address

Club Meeting Information	
Day of the Week	
Time	
Location (Building and Room Number)	
Frequency of Meeting	

Have there been any changes with Club Officers? (Level 2 Clubs Only)

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Please list activities or events that you hosted/participated in last quarter.

Please list activities or events which you plan to present/host during the upcoming quarter.

Certification

Please email the completed Quarterly Update Form to Kaelynn.Starr@cptc.edu. If returning in-person, please return to the Student Leadership & Service Center in Building 23 – Room 115. By submitting this packet electronically to Kaelynn.Starr@cptc.edu, I certify that the information provided in this packet is true, correct, and complete to the best of my knowledge. I understand that consideration of this Quarterly Update Form depends on the true and accurate representation of facts as stated or implied in this packet.

Please sign your name below. By signing and submitting this form, you are agreeing to the terms and conditions stated above.

Name: _____

Date: _____

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