

# CLUB information sheet

## New Officers

Today's Date: \_\_\_\_\_

Name of Club: \_\_\_\_\_ Date of Charter: \_\_\_\_\_

President: \_\_\_\_\_ Email: \_\_\_\_\_

Vice President: \_\_\_\_\_ E-mail: \_\_\_\_\_

Secretary: \_\_\_\_\_ E-mail: \_\_\_\_\_

Treasurer: \_\_\_\_\_ E-mail: \_\_\_\_\_

Meeting Days: \_\_\_\_\_ Time: \_\_\_\_\_

Meeting Location: \_\_\_\_\_

Dues/Money: \$ \_\_\_\_\_

Other Club Information:

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Staff Concierge - Club Liaison \_\_\_\_\_

Provide Lead Liaison with copy of this sheet: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Flyer for Club board: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Monthly Calendar (Facilitator): \_\_\_\_\_ Completion Date: \_\_\_\_\_

SCM Website: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Outlook – Reserve Room: \_\_\_\_\_ Completion Date: \_\_\_\_

Charter Club List: \_\_\_\_\_

Completion Date: \_\_\_\_\_