

CLUB RENEWAL CHECKLIST

Complete and hand in the **Club Renewal Package (4 pages)** to the SDC Secretary at the last GA meeting of the trimester in order to continue to be an active club for the following trimester.

Any club renewal package turned in after the deadline will not be accepted.

1. Logan College of Chiropractic Student Doctors' Council Club Renewal Form (2 pages)
 - a. Fill out all the required information
 - b. Signatures required – Faculty Advisor
 - c. Signatures not required – Dean of Student Services' and SDC President
 - SDC Secretary will review and determine if you have filled out everything correctly and/or if there is any missing information.
 - If you have not completed your form correctly, the SDC Secretary will contact you directly at the telephone number provided.
 - SDC Secretary will forward all completed applications to the Dean of Student Services' and SDC President for the appropriate signatures.
2. Checklist for Club Presidents each Trimester (1 page)
3. Activity Form (1 page)
 - a. Indicate activity dates (including day(s) of the week), starting and ending times, activity description, requesting organization, applicant name, signature, and phone number, and date.
 - b. Student Services Office will coordinate and finalize meeting day(s), meeting time(s) and room(s) requested.

Please ensure that ALL 3 FORMS are received by the deadline in order for your organization to be recognized on campus, to have access to all facilities and/or resources, and to participate in Club Day.

If you have any questions, please do not hesitate to contact the SDC Secretary.