**نماذج إنشاء الأندية والعضوية**

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**NEW COMMUNITY CLUB APPLICATION FORM**

**Below you will find the application to form a community club at KFUPM. Please complete the form and subsequent information and submit your completed application to the Community Life Committee.**

Name of club: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of KFUPM community member wishing to create a club: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

KFUPM ID (if a KFUPM employee): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and relation to KFUPM employee (if a dependent):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

KFUPM ID:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of club (Please describe the club being proposed, as well as the benefit this club would provide the KFUPM community):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Minimum age, fitness or skill level (if any):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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What events/activities would this club have? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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What KFUPM facilities/venues would be needed (if any) for these club events/activities? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Club Requirements: Each club must complete the following when submitting an application.

1. ***Signature of Prospective Members***: Each application must have the signatures of ten members interested in participating in the club.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Prospective KFUPM Community Member Name (Print) | Prospective Member Cell Phone | Prospective Member Email | Prospective Member Signature | Gender | Age  (13-17)  Or above 18 |
|  |  |  |  |  |  |
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1. ***Constitution***: Each club must complete a constitution providing an outline of club activities.

Club Constitutions should include the following:

* Article I: Name of Club (Name should be representative of purpose)
* Article II: Purpose of Club (Include vision statement, mission statement, goals, and objectives of the club. Also include how the club will benefit the community)
* Article III: Powers (Include how the constitution may be changed and voting procedures to approve proposals to the club)
* Article IV: Meetings (Include the location, day, time, and frequency of club meetings. Also include managing attendance for club meetings and expectations of attendance)
* Article V: Membership (Include membership expectations, attendance expectations, and financial requirements. Include reasons for including and excluding members from the group, replacing an officer, and mandatory club requirements.)
* Article VI: Officers and Duties: (Include the club officer titles and duties of each officer. Also include a process by which officers are determined.)
* Article VII: Activities, Projects, and Community Service: (List activities and projects of the club. All clubs are encouraged to participate in at least one community service project per semester.)

Each club constitution must be approved and signed by the chairman of the KFUPM Community Life Committee.

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**COMMUNITY CLUB:**

**MEMBERSHIP FORM**

|  |  |  |  |
| --- | --- | --- | --- |
| Community Club Member Info | | | |
| Community Club Name |  | | |
| First Name |  | | |
| Last Name |  | | |
| Cell Phone |  | Work Phone |  |
| Email |  | | |
| ID |  | | |
|  | | | |
| If a member is a dependent, KFUPM employee (parent/spouse) Info | | | |
| First Name |  | | |
| Last Name |  | | |
| Cell Phone |  | Work Phone |  |
| Email |  | | |
|  |  | | |
| ID |  | | |

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