



Student Club/Organization Quarterly Update Form

Name of Organization: _____

Current Quarter/Year: _____ Today's Date _____

Club Representative: _____	Phone: _____
Email Address: _____	

Club Treasurer/Financial Representative: _____
Phone: _____ Email Address: _____

Meeting Information: Day: _____ Time: _____ Location: _____

Activities-Past Quarter	
<i>Please list activities and events which have been presented by the organization during the past quarter (Attach additional sheets as needed)</i>	
_____	Headcount: _____
_____	Headcount: _____
_____	Headcount: _____
_____	Headcount: _____

Activities-Upcoming Quarter	
<i>Please list activities and events which you hope to present during the upcoming quarter. Please include dates if possible. (Attach additional sheets as needed)</i>	

_____ Date: _____
Club Representative Signature

_____ Date: _____
Club Advisor Signature

Quarterly Update Forms are due by the last instructional day of each quarter.

Example: Fall Quarter updates are due to the Vice President for Clubs and Organizations by the last instructional day (not finals) in December.

Quarter Budget Update

Club Name: _____ Date: _____

<u>Category</u>	<u>Summer</u>	<u>Fall</u>	<u>Winter</u>	<u>Spring</u>	<u>TOTAL</u>
Registrations					
Contracts					
Food					
Supplies					
Travel					
Equipment					
Misc.					
Revenue					
Quarter Total	0	0	0	0	
				Grand Total	0