

Appendix C

Student Club/Organization Roster Form SAMPLE DO NOT USE

Student Activities Roster

After form is completed save as an excel file and email to activities@monmouth.edu

Semester:	<i>Enter Fall or Spring</i>	Academic Year:	<i>Enter Calendar Year</i>		
Club Name	Club Office Location	Club Office Phone #			
<i>enter club name here</i>	<i>enter if applicable</i>	<i>enter if applicable</i>			
Contact Information	Student Name	7-Digit Student ID (no 's')	Student Phone No.	Student Class	Local Address
President	<i>enter student name here</i>	<i>enter ID without leading's'</i>	<i>enter phone no. here</i>	<i>click here for list</i>	<i>enter address here</i>
Vice President	<i>enter student name here</i>	<i>enter ID without leading's'</i>	<i>enter phone no. here</i>	<i>click here for list</i>	<i>enter address here</i>
Secretary	<i>enter student name here</i>	<i>enter ID without leading's'</i>	<i>enter phone no. here</i>	<i>click here for list</i>	<i>enter address here</i>
Treasurer	<i>enter student name here</i>	<i>enter ID without leading's'</i>	<i>enter phone no. here</i>	<i>click here for list</i>	<i>enter address here</i>
Advisor Information	Name	Department	Phone No.	Email Address	
Campus Advisor	<i>enter name here</i>	<i>enter Dept here</i>	<i>enter phone no. here</i>	<i>enter e-mail addr here</i>	
Campus Advisor	<i>enter name here</i>	<i>enter Dept here</i>	<i>enter phone no. here</i>	<i>enter e-mail addr here</i>	
Budget Funding Info	<i>If Student Government Assoc.</i>	<i>If Member Fees</i>	<i>If Other</i>		
	<i>Enter Account No. below</i>	<i>Enter 'Y' below</i>	<i>Specify Funding Source below</i>		
Type of Organization:	<i>click here for list</i>				
	<i>if other, specify here</i>				
National/State/Local Affiliation	<i>If your organization is a chapter of a larger group, please provide the following information</i>				
Name of Group	<i>enter group name here</i>				
Address	<i>enter group address here</i>				
Group Contact	<i>enter group contact here</i>				
Phone Number	<i>enter group phone no. here</i>				
E-mail	<i>enter e-mail address here</i>				
Additional Group Info					
Total Membership count	<i>enter count here</i>				
Facebook Account	<i>enter 'Y' or 'N' here</i>				
Twitter Account	<i>enter 'Y' or 'N' here</i>				
	Enter	Member List	Below		
Student Id.	Student Name	Student Class	Student Phone Number		
<i>enter 7-digit ID without leading 's'</i>	<i>enter name here (last, first)</i>	<i>click here for list</i>	<i>enter phone number here</i>		

** Available Online at www.monmouth.edu/student-activities/category/welcome-and-statements/ **