

Date Received by Welcome Desk:

Date Received by Club Team:

Notes:



## QUARTERLY CLUB REPORT 2016-2017

Dear Club Members,

Completing the quarterly report is a requirement for all clubs to remain active, allowing each club to access its funding. If a club does not return the quarterly report on time, by the last day of each quarter, a club may not access its funding and will not receive their Quarterly Operating Allocation of \$200 for the following quarter.

The quarterly report indicates that club quarterly activities including meeting times, any events, fundraisers, and suggested improvements. Please include any relevant documentation at the end of this report.

- This must be handed in by the last week of each quarter
- Return the completed Quarterly Club Report to the Club's Administration Programmer in BRI 252 or [quasim.anjum@email.edcc.edu](mailto:quasim.anjum@email.edcc.edu)
- The Club Administration Programmer will send a confirmation to the club's email confirming receipt of report

**Club Name:** \_\_\_\_\_

#	Date	Time	Location	Estimated Number of Attendees	Advisor Attended the Meeting (Y/N)	Activities or Topics Discussed *Please describe briefly
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						



Has your club planned events for next quarter? If yes, please give a brief description of those events.

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Do you have any suggestions to improve the CSEL Club Team structure? Is there anything you need from us?

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Officer Changes (if applicable) - Please provide email contact information**

Previous Officer Title/Name/Email	New Officer Title/Name/Email

Club Representative: \_\_\_\_\_

Signature: \_\_\_\_\_

Position: \_\_\_\_\_

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

Advisor's Signature: \_\_\_\_\_

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

