



QUARTERLY CLUB REPORT 2018-2019

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 first day of the finals week 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.

- Return the completed Quarterly Club Report to the Club's Administration Programmer in BRI 252 or muhammad.tirtosupono@edcc.edu
- The Club Administration Programmer will send a confirmation to the club's email confirming receipt of this report

Club Name: _____

#	Date	Time	Location	Estimated Numbers 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: _____ Position: _____

Officer's Signature: _____ Date: _____

Advisor's Signature: _____ Date: _____

FOR CSEL INTERNAL USE

Date received by front Desk:

Date received by Club Team: