



Club Info & Club Officer Reporting Form

Club #: _____ Club Name: _____

Signature of individual completing form: _____ Date: _____

Deadline: Due by May 15th following club elections, or anytime there is a change in officers or a change in meeting time/location.

Club Mailing Address: This is to be used if the club has one address all correspondence is to be mailed to, such as a PO Box. If used mail will not go to the officer address listed.

Street Address _____ City _____ State _____ Zip Code _____

Is this a member's home address? Yes No If Yes, member's name: _____

The Club Email Address and Club Website will be shared publicly on the Find A Club online directory so that potential members can connect with your club.

We suggest using a general club email address to maintain continuity in communication, including all billing, between your club and headquarters. This also ensures that your club will continue to receive mail from HQ should a change in officers occur unexpectedly.

Email For Club Use (Includes Club Billing) _____ Club Website _____

Change Effective

- Start of next fiscal year (July 1)**
- Immediately**

President:

Name (Last / First) _____ Email _____

Street Address _____ City _____ State _____ Zip Code _____

Home Phone _____ Business Phone _____ Cell Phone _____

Secretary:

Name (Last / First) _____ Email _____

Street Address _____ City _____ State _____ Zip Code _____

Home Phone _____ Business Phone _____ Cell Phone _____

Treasurer:

Name (Last / First) _____ Email _____

Street Address _____ City _____ State _____ Zip Code _____

Home Phone _____ Business Phone _____ Cell Phone _____

Club Meets at:

Location Name _____ Meeting Day _____ Meeting Time _____

Location Street Address _____

City _____ State _____ Zip Code _____

Please send completed form to: