

**Instructions:**

New student organizations are required to submit a document of club policies for the Katz School's review. Use the template below to outline club policies. If your club is approved for recognition, the Club Policies will continue to guide your club under new leadership after your graduation. Your writing should be professional, thoughtful, and free of errors.

Text that is *in italics* is an explanation of that part of the policies. It will be deleted from the final version of the Club Policies.

Text that is **colored in red** provides sample policies. You may use this text or draft your own content.

See the end of this document for instructions on how to submit the document for review.

**Club Policies for [Insert Club Name Here]**

- B. **Eligibility to become a member:** *List what qualifications a student must meet in order to be eligible to be a club member. Consider program-, school-, degree-, and university-level*

E.g. First weekend in February: Crochet Convention trip.  
E.g. First week of May: Annual club Crochet Exhibition.

- VI. **Amendment of Policies:** *If future club members or leaders believe these policies should be changed, how should they go about changing the policies?*