**Club Charter/Annual Renewal Form**

This form is required to initiate a new Stanford club or to continue as an existing club. Please sign the form on the following page to acknowledge these requirements and return by **July 15** to your SAA contact by e-mail, fax to (650) 724-6099 or mail to SAA-Alumni Communities, 326 Galvez Street, Stanford, CA 94305-6105.

As branch organizations of the Stanford Alumni Association, Stanford clubs must meet all of the requirements listed on the form in order to maintain their status.

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Name of Club

Each group shall act in the interests of Stanford University and its alumni and shall:

1. Welcome all Stanford alumni and parents of current Stanford students to participate in the club and hold all events in facilities where they feel welcomed on an equal basis.

2. Elect or appoint club officers (at least a president) on a regular basis and ensure that all officers act as positive ambassadors of Stanford and in the interests of the University. The club president must be a Stanford alum or the parent of a Stanford student or alum.

3. Adhere to Stanford’s Financial Reporting Procedures as outlined in the Stanford Club Leader’s Handbook and submit complete annual paperwork by the stated deadlines.

4. Alert the Stanford Alumni Association before contacting Stanford faculty members, coaches and administrators about potential club events and copy your SAA contact on all correspondence regarding such events.

5. Respond promptly (within one week) to inquiries about your group from Stanford alumni or University staff.

6. Alert the Alumni Association promptly when your club’s primary contact or that contact’s information changes.

7. Include your SAA contact on all of your mailing lists (paper and e-mail) and on any official business of your club (meeting agendas, minutes, etc.).

8. Use confidential alumni contact information and club mailing lists only for club business and promotion, and honor all alumni privacy requests made through the University. Announcements made for either commercial or political gain are strictly forbidden.

9. Comply with policies and requests from the Stanford Alumni Association and other official University departments (Risk Management, General Counsel, Business Development & Privacy, Office of Development, Chief Financial Officer, Admission & Financial Aid, Athletics, etc.). This includes the University’s guidelines on acceptable use of the Stanford name, logos and emblems.

10. Refrain from initiating either a student scholarship or an auction event and do not organize club raffles or lotteries.
11. Require that at least 90% of alumni club members are Stanford alumni, spouses or significant others of alumni or parents of a Stanford student or alum.

12. For international clubs, register with the club’s home country (and local government if required) and comply with all rules and regulations of the club’s home country. (contd.)

As a representative of my club, I agree to comply with all of the 2009–10 requirements.

Name of Club President

Name of Club Treasurer/Co-President (if applicable)

Signature of President

Signature of Treasurer/Co-President

Date

Date

Name of Club

☐ Chartering a new club

☐ Renewing an existing club

SAA Contact