CLUB WEB PAGE STANDARDIZATION FORM
Please type when completing.

Please type up responses and email back to student.involvement@nwtc.edu

Club Name _____

Year _____

Club/Organization # _____

Purpose or Mission

This can be a sentence or two or can be bullet points, whichever works best for your club.

Contact Information

It is recommended that a general NWTC email be set up for your club if you currently do not have one. That way, it will always be there as advisors and members change.

Advisors: Please submit a help desk ticket via Help.Desk@nwtc.edu with the club email address requested.

Meeting Dates, Times, and Locations

If your club meets on a specific day of week each month, Example: 2nd Thursday of each month at 2:30pm, please include. Otherwise, please list contact with email and/or phone for meeting information.

Events and Fundraising

Please include any reoccurring events or any events that are planned for this academic year.

Membership

Explain how a new member can join your club

Current club dues/fees

Club Officers and Advisor(s)

Include titles, names, and contact info (phone and/or email)

Photo: Please attach a photo (.jpg) that represents your club.

If you have any "quick links" to other resourceful websites for your members we can include those on the right side of your club page.

Facebook: Please let us know if you have a club Facebook by including the link on this form. We can then include your link on your club web page.

If you are going to set up Facebook please come to Student Involvement or get the form and instructions here. **The most important thing is to set it up as a Facebook Group and not a Facebook Page.**

Invite both NWTC Student Involvement (https://www.facebook.com/nwtc.involvement) and the Main NWTC Facebook to join (https://www.facebook.com/NWTC.edu/) your group.