



# Prince Mohammad Bin Fahd University

## Campus Life Office

Student Club/Society Application				
Request	<input type="checkbox"/> Club Creation <input type="checkbox"/> Club Renewal	Date		
Club/Society Name		College Affiliation	<input type="checkbox"/> Engineering <input type="checkbox"/> Computer Engineering & Sciences <input type="checkbox"/> Business <input type="checkbox"/> Law <input type="checkbox"/> Architecture and Design <input type="checkbox"/> Sciences and Human Studies <input type="checkbox"/> Preparatory Program <input type="checkbox"/> Non-Affiliated	
Club/Society Email		Office No		
Social Media Platform		Social Media Username		
Club Officers				
	President	Vice President	Secretary	Treasurer
Full Name				
PMU ID				
Email				
Signature				
Club Advisors				
	Advisor	Co-advisor1	Co-advisor2	Co-advisor3
Full Name				
Email				
Office Ext. Number				
Mobile Number				
Signature				
Club/Society Purpose and Description				
For Campus Life Use Only				
Name	Signature	Date		

## Student Club/Society Application [Page 2]

### Membership List

Student ID	Full Name	Major	Mobile Number	Signature

**Release of Indemnity for Club members:**  
 Each Member, particularly executives, of the Clubs/Societies must read, understand and accept this "Release of Indemnity" Statement before signing the member's list. Clubs executives MUST obtain the signature of every student, on this release of indemnity, before the student can participate in a given Club activity. If a participating member is harmed or injured in any way, and the member's signature has not been obtained in accordance with this release of indemnity, the liability will fall upon the President of the Club/Society. The waiver is valid for a period of one academic year and to be renewed with every recertification process.

In consideration of the acceptance by this Club/Society, of my application for membership and sponsorship by PMU of the events conducted by the club/society, I hereby discharge the Club/Society and PMU, its employees and representatives from all claims, demands, costs, in respect damage to my person or property connected to my participation in the events organized or conducted by the Club/Society and sponsored by PMU whether at its facilities or not.  
 I also agree to indemnify and hold harmless the Club/Society and PMU, its employees and representatives, from all claims connected with my participation in the activities of the Club/Society.  
 This Indemnity Policy, is binding upon me, and I acknowledge my acceptance of its conditions by signing this application.

**Receipt Policy/Financial Accountability:**  
 Any funds from Campus Life Department must be kept in a Club/Society Books. Since Clubs executives regularly handle cash from events and membership fees, and take funds from PMU, a record must be kept of all financial transactions. An electronic spreadsheet must keep track of all money coming in and spent, as well as the date on which the transaction occurred, its source, and the particulars of the transaction, (such as the reason for the payment). Keeping all receipts is necessary in order to claim any PMU funding, as well as to document a club/society expenses for other reasons. Student clubs and societies are not-for-profit organizations, therefore all financial transactions must be transparent, and club/society executives must be accountable for them. This means that money must be spent ethically, in ways directly support the mission of the Club/Society. The Campus Life Department may audit a club/society in at any time, therefore the treasurer must keep track of all transactions, as well as the date on which the transactions occurred, and make it available for audit within 5 days of the request.

**Code of Conduct Agreement:**  
 As members and officials of this Club/Society, you are strictly abided by Clubs and Societies Code of Conduct. A failure to abide by any of these rules may result in a three (3) months suspension, de-certification, and/or a permanent ban from using Prince Mohammad Bin Fahd University facilities and materials. You should know that any of these materials or facilities be damaged, it would be the responsibility of the club/society executives to repay these damages.  
 As executive members, you are responsible to uphold this Code of Conduct. If this code of conduct is not adhere to, the President of the Club in question will be contacted immediately by the Campus Life Office.

Our signature indicates that we have read, understood and agreed to all of the terms, conditions and responsibilities associated with being the executive members of this club/society mentioned above, and will do everything to ensure that this club/society is run in a responsible manner.