

Instructions for club officers and advisors to submit signatures:

EACH club officer and advisor must complete the following steps and email their signature to the club secretary or president. Signatures **MUST accompany the corresponding club roster when submitted to the Office of Student Activities and Advocacy.**

- Using a **PLAIN (NOT Lined) WHITE** sheet of paper, please print your name in block letters.
- Please SIGN your name next to or below your printed name.
- Take a photo of your signature, taking care to MAKE SURE the photo is **FOCUSED/CLEAR and CLOSE UP.**
- Please email the photograph of your FOCUSED/CLEAR SIGNATURE ON PLAIN WHITE PAPER to your club secretary or president.