This form is used to (re)activate and establish the signing authority of a student club or organization trust account. Please bring this form, completed and signed, to the Clubs & Activities Office in UC 240.

<table>
<thead>
<tr>
<th>Club/Organization Name: ____________________________</th>
<th>Trust Fund #: CL ______</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mission of Club/Organization: ______________________</td>
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</tbody>
</table>

Source of Funds: ____________________________  [Examples: Fundraising, Dues, Competitions]

Use of Funds: ____________________________  [Examples: Printing, Travel, Equipment]

Does this Club/Organization collect dues?  □ Yes  □ No

If yes, how much per member? $_____________  How frequently? ________________  [Ex: per year, semester, month, competition]

### Officers Authorized to Expend Funds:

By signing below, I certify that I have attended the required training and am duly authorized by the membership of my organization to draw against the funds of the organization which is administered by Humboldt State University. I certify that the purpose of this organization’s account is accurately represented on this form. I also certify that by signing on any payment request form, that the payment is solely for the purpose of furthering my organization’s mission.

<table>
<thead>
<tr>
<th>[Treasurer]</th>
<th>[ID#]</th>
<th>[Signature]</th>
<th>[Date]</th>
</tr>
</thead>
<tbody>
<tr>
<td>[President]</td>
<td>[ID#]</td>
<td>[Signature]</td>
<td>[Date]</td>
</tr>
</tbody>
</table>

### Faculty/Staff Advisor Information

By signing below, I agree to be knowledgeable of all financial activities on behalf of the club/organization. As the club advisor, I understand that all requests for withdrawal of funds from the Club Trust Account must bear my signature. By signing any request, I confirm the purchase to be an appropriate use of club funds.

<table>
<thead>
<tr>
<th>[Advisor Name]</th>
<th>[Signature]</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Department/Area]</td>
<td>[Phone Extension]</td>
</tr>
</tbody>
</table>

### Office Use Only

**University Approval:** This group is currently recognized student club or organization at Humboldt State. The Officers and Advisor listed above have completed the required financial training and are authorized to expend funds as authorized representatives of this group.

<table>
<thead>
<tr>
<th>Tanza Tay Triggs</th>
<th>[Signature]</th>
<th>[Date]</th>
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<tbody>
<tr>
<td>[Director of Student Life]</td>
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<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Sandy Wieckowski</th>
<th>[Signature]</th>
<th>[Date]</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Manager of Student Financial Services]</td>
<td></td>
<td></td>
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</tbody>
</table>